

Mount Roskill Grammar School



Position title: Teacher Aide – ESOL
Grade: BC1
Employment: Permanent
Hours of position: Monday – Friday 9- 3pm, 27.5 hours
Location: ESOL department
Reports to: HOD ESL
Direct reports: Nil

Signed _____ Dated _____ Updated: January 2026

Scope:	To support classes, small groups and individual students to maximise their academic potential while developing appropriate social skills and level of behaviour.
Key Accountabilities:	<p>Follow a structured programme making minor adaptations and creating activities as required:</p> <ul style="list-style-type: none"> • Prepare resources e.g. photocopying, laminating, lesson equipment • Work with individuals and small groups to support a lesson's learning intentions and/or student individual goals • Flexibility to work 1-1 with students, small group work and in-class support with high need ESOL students • Make minor adaptations to lesson plans and develop activities in response to individual student need • Support inclusion in school • Support student wellbeing • Work independently when required • Be willing, if able, to use a language other than English along with multicultural knowledge, to provide support where needed <p>Support students with specific health, behavioural and/or other needs:</p> <ul style="list-style-type: none"> • Carry out personal care (Tiaki) for students as required ensuring dignity is maintained • Implement behavioural support programmes and support the day-to-day routines of the centre • Monitor the behavioural needs of students and diffuse situations if needed • Implement therapy programmes as prescribed by the specialists • Ability to respond to timetable changes to meet student needs when required <p>Support Te Reo and Tikanga</p> <ul style="list-style-type: none"> • Develop understanding and skill in the appropriate and accurate pronunciation of Te Reo Māori • Demonstrate an understanding of Tikanga when opportunities arise • Support and encourage use of Te Reo and Tikanga in the classroom and wider school community

	<p>Additional Professional Responsibilities</p> <ul style="list-style-type: none"> • Assist with inputting data onto spreadsheets for ministry returns • Demonstrate reliability with attendance and punctuality • Maintain an appropriate dress code • Communicate effectively and work cooperatively with all staff members • Maintain appropriate relationships with students • Maintain classroom organisation and safety • Respect the confidentiality of each student's information (Privacy Act) • Attend professional development as required <p>Health and Safety</p> <ul style="list-style-type: none"> • To evaluate and reflect on you own practice and professional needs • Maintain a clean, safe and effective workplace • Support writing reports on any workplace incidents
Typical work contacts:	<ul style="list-style-type: none"> • ESL HOD and Department, Deans, Careers, Counsellors, Pathways and Gateways Coordinator, Learning Extension and teachers.