



WAIMEA COLLEGE

Job Description – Learning Centre Teaching Assistant

Name:

Tenure: Fixed Term – 1 year
Term Time Only

Responsible to: Deputy Principal – Guidance
Resource Manger

Overview

The Teaching Assistant will be suitably qualified with proven experience in providing support to students attending the Learning Centre. A Teaching Assistant must have sympathy for the needs of young people and show initiative and independence in meeting those needs. The ability to communicate with both pupils and staff is essential.

Key Roles

1. Responsibility for assisting students in the classroom setting with:
 - a) their class work where necessary.
 - b) the organisation of classroom materials.
 - c) liaison with the classroom teacher, i.e. special adaptations for homework.
 - d) fostering the social skills of students.
 - e) encouraging the growth of the student's independence and self-esteem.
 - f) helping students adhere to behaviour guidelines.
2. Assisting the student in movement from class to class where necessary, and some supervision during interval and lunchtime (where necessary).
3. Liaising with teaching staff and parents re the needs and progress of the student.
4. Attending IEP meetings and liaison with the Associate Deputy Principal.
5. Undertake duties as directed by the SENCO (Special Education Needs Coordinator).

Hours

Your standard hours of work will be approximately 10 hours per week. These hours are to be worked between 9:00am to 3.10pm on days to be timetabled and finalised which will be during term time only.

Remuneration

The work carried out in this position falls under the Support Staff in Secondary Schools Collective Agreement and the hourly rate will be Grade B of the Collective between \$20.09 and \$20.69 per hour depending on the successful applicant's skills and expertise.

Professional Development and Annual Review

The Teaching Assistant is expected to set professional goals and participate in the Waimea College Performance Management System.

Performance Management discussions with the Associate Deputy Principal will help identify strengths, highlight issues needing assistance and confirm professional goals.

Performance will be reviewed with respect to the effectiveness with which the key roles detailed in this job description are being performed.

Signed:

Employee:

(Name)

Resource Manager:

(Diane Chapman)

Date:

(for 2019 year)

