



St Mark's School

Teacher Assistant Job Description

Purpose

The Teacher Assistant's role is to primarily support the teaching staff in class and, as required, the other teaching staff and/or teaching assistant staff to release them for breaks and non-contact work.

Authority

Authority is given by the Principal according to the policies and directions of the School.

Relationships

Internal

The Teacher Assistant reports directly to the Dean of Wellbeing and Inclusion, Associate Dean and Classroom Teacher.

External

The Teacher Assistant has frequent contact with members of the Senior Leadership Team, School teaching and administrative staff, students, parents, and the outside community, including agencies that work with the School.

Accountabilities

The Teacher Assistant is responsible to the Dean of Wellbeing and Inclusion for the effective and efficient management of all delegated responsibilities.

Specific Responsibilities

The Teacher Assistant supports and assists the classroom teacher, providing effective and efficient teaching assistant duties including working with children in one-to-one and/or group setting facilitating specific support programmes and other intervention strategies.

Person Specifications

The Teacher Assistant will be professional in demeanour and dress, discrete, co-operative, collegial, and adaptable. Having a very positive outlook and a great sense of humour is an advantage in this multi-faceted and often pressured environment.

The Teacher Assistant will have successful, effective and efficient management practices and excellent organisational skills.

The Teacher Assistant will:

- be highly self-motivated
- be calm under pressure
- be a team player
- be highly confidential
- proactive
- enthusiastic
- be able to deal with and cope with change
- eager to provide excellence in the role of Teacher Assistant
- be able to develop warm and genuine relationships with the children
- demonstrate an ability to work independently, to prioritise and to manage busy and varied work loads
- have effective people skills, relating professionally, confidently and diplomatically to staff, the School Board, parents, students and the wider community
- be a positive staff team member remaining engaged with the school's vision of inclusiveness
- have a willingness and ability to promote and uphold the Special Character, goals and objectives of the School.

Knowledge Required

- Remain up to date with and follow New Zealand curriculum and IB PYP curriculum teaching practices, policies and content as required
- Remain up to date with any specific support programmes responsible for delivering.

Specific Responsibilities and Duties

- Follow the School policies, procedures and guidelines
- Be an effective member of the School team by having good communication and being an active member of the team
- Develop positive relationships with parents, families and staff
- Actively uphold class rules and behaviour management plans
- Be familiar with student's Individualised Education Plans and In Class Support Forms
- Be familiar with class routines and be able to support tidy up and transition times
- Be flexible in the delivery of support programmes by utilising various settings around the school
- Work with children in a one-to-one and/or group setting facilitating support programmes
- Provide feedback regarding students attainments to the Dean of Wellbeing and Inclusion and Classroom Teachers as directed by the Dean of Wellbeing and Inclusion
- Provide cover for breaks and release time for the teaching staff and/or teaching assistant staff.

Other Duties/Expectations

- Attendance at and participation in meetings, whole school staff meetings, morning briefings between the Dean of Wellbeing and Inclusion and/or support staff or the

Principal and/or other Senior Leaders as advised by the Dean of Wellbeing and Inclusion

- Attend Information Evenings and Open Days as required
- Attend appropriate school Professional Development days and functions such as School Prize Giving, School Weekend or evening Chapel/Church Services as advised by the Dean of Wellbeing and Inclusion.

Health & Safety

- Ensure that health and safety is observed in all areas of the School eg assisting in Emergency Evacuations, assisting the Dean of Wellbeing and Inclusion in completing Hazard ID checklists
- Ensure resources that are found to be faulty or broken are either replaced, fixed or removed.

Hours of Work

The Teacher Assistant is a term time only position.

Hours of work to be confirmed (with a 30 minute unpaid lunch break), for each term of the school year, with attendance at meetings or events outside of these hours as directed by the Principal and/or Senior Leaders.

Conclusion

This job description is intended to convey information essential to understanding the scope of the *Teacher Assistant* position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. At times, in consultation with the Principal, this job description may be amended if both agree to this change.