



ONSLOW COLLEGE

Role Description

POSITION

Teacher Aide

DEPARTMENT

Learning Support

ONSLOW COLLEGE

Onslow College is a state secondary school located in Johnsonville, Wellington. Established in 1956, the college has 1200 students, 120 staff and covers 14 hectares. The website www.onslow.school.nz details the college history and current events.

MISSION

The purpose of the Onslow College Learning Support Department is to create and sustain an inclusive model of education that addresses the social, academic and emotional needs of a diverse range of students. We strive to create an environment that is safe, supportive and challenging, empowering students to successfully move into the mainstream of society. We believe a child's quality of life is enhanced by involvement from parents, teachers, staff members and the wider community.

VISION

To be recognized as the leading Learning Support provider in the Wellington Region.

KEY OBJECTIVE

This position involves working with students with special needs who are mainstreamed in regular programmes. These students may have intellectual or physical disabilities, including visual and other impairments.

DUTIES

No	Main Task	Detailed Aspects
1.	Students	<ul style="list-style-type: none">▪ liaising with teachers about the work set▪ reading/writing for students▪ helping students with organisational tasks such as writing down homework▪ adapting work to suit individual needs with direction from the subject teacher▪ withdrawing students where appropriate in consultation with the subject teacher▪ delivering programmes as required▪ assisting with EOTC as required
2.	IEPs	<ul style="list-style-type: none">▪ assisting students to meet their Individual Educational Programme (IEP) goals▪ attending IEP Meetings with teachers and parents
3.	Individual needs	<ul style="list-style-type: none">▪ keeping the Head of Department informed on progress, personal or social needs▪ other duties that are specific to student with individual needs – such as moving students in wheelchairs, toileting, showering and other procedures (such as physiotherapy) as necessary
4.	General	<ul style="list-style-type: none">▪ undertaking clerical duties for the Learning Support Department as required▪ prepare and/or maintain resources
5.	Other duties as negotiated with your supervisor	

KEY RELATIONSHIPS

The Teacher Aide reports to the HoD Learning Support.

In addition the Teacher Aide will develop and maintain effective working relationships with:

- Other learning support staff
- Teaching staff
- Students

PERSONAL SPECIFICATION

We are looking for someone who is:

- calm
- flexible
- well organised and efficient
- able to communicate well with people
- sensitive to the specific needs of students with learning and behavioural difficulties
- perceptive to a wide range of student needs
- able to take direction yet use initiative
- a team player with a sense of humour

CORE COMPETENCIES

We are looking for someone who can:

- organise and coordinate groups of people
- confidently use the Microsoft Office suite of applications
- produce well written correspondence and documentation
- learn new technology and adapt it to the working environment
- establish, maintain and improve systems

EMPLOYMENT CONDITIONS

HOURS:

The position is fixed term with hours to be negotiated. However, as part of the funding for this position may relate to specific students, the actual weekly hours may vary. Note that in some instances the hours per week may remain the same, but when the hours are worked may alter according to the timetable.

School holidays are classed as leave-without-pay.

EMPLOYMENT AGREEMENT:

The position is covered by the terms and conditions of the Support Staff in Schools Collective Agreement.

CLASSIFICATION:

Associate Grade B