

JOB TITLE: Teacher Aide

EMPLOYMENT TYPE: Permanent, part time

TEAM:

REPORTS TO: Head Teacher/ Senior Teacher

DATE: August 2022

PURPOSE OF THE ROLE

To assist teaching staff with the delivery of quality early childhood education programmes.

WORKING RELATIONSHIPS

Teachers, Kindergarten Administrators, Families/ Whānau, Committee, Students and Education Support workers

PRINCIPAL ACCOUNTABILITIES

The following are the key principal accountabilities for the role. These accountabilities may change to reflect changes in the organisational goals and strategic focus.

- Assist the Kindergarten programme **under teacher guidance**
- Make families/whānau feel welcome in the Kindergarten
- Assist teachers with the Kindergarten routines and housekeeping, i.e. kai, laundry, tidy up time etc.
- Maintain resources i.e. mending books/puzzles etc, filing, collage, cutting paper, keeping resources clean etc
- Exercise initiative in assessing what tasks need to be done

Teacher Aides are a role model for children and are expected to:

- Act at all times to ensure the welfare and safety of children and adults
- Encourage parents/caregivers to discuss issues regarding their child with Teaches
- Respect different cultures of children and adults
- Demonstrate an awareness and appreciation of bicultural practice
- Ensure confidentiality of information gained at work
- Practise effective communication strategies
- Use positive and appropriate language a all times when interacting with children
- Be fully conversant with the correct procedures for all emergency situations
- Be fully conversant in health, safety and hygiene practices
- Always check with teaching staff when unsure of a situation
- Attend Professional Development
- Teacher Aides will be supported to continue to acquire skills relevant to the position and should take opportunities for training

COMPETENCIES

Essential Competencies

Adhering to Principles & Values

Upholds ethics and values. Demonstrates integrity. Promotes and defends equal opportunities, builds diverse teams. Encourages organisational and individual responsibility towards the community and the environment.

Following Instructions and Procedures

Appropriately follows instructions from others without unnecessarily challenging authority. Follows procedures and policies. Keeps to schedules. Arrives punctually for work and meetings. Demonstrates commitment to the organisation. Complies with legal obligations and safety requirements of the role.

Delivering Results & Meeting Customer Expectations

Focuses on customer needs and satisfaction. Sets high standards for quality and quantity. Monitors and maintains quality and productivity. Works in a systematic, methodical and orderly way. Consistently achieves project goals.

Desirable Competencies

Planning and Organising

Sets clearly defined objectives. Plans activities and projects well in advance and takes account of possible changing circumstances. Manages time effectively. Identifies and organises resources needed to accomplish tasks. Monitors performance against deadlines and milestones.

Presenting and Communicating Information

Speaks clearly and fluently. Expresses opinions, information and key points of an argument clearly. Makes presentations and undertakes public speaking with skill and confidence. Responds quickly to the needs of an audience and to their reactions and feedback. Projects credibility.

PERSON SPECIFICATION

Knowledge, Skill, Experience and Attributes (desirable)

Able to work under pressure

Excellent problem solving abilities, solutions focused

Confident IT user, including web-based applications and Office 365.

High level of accuracy with numeracy & literacy and attention to detail

Shows initiative

Display a high level of honesty integrity and trust

A positive, approachable team player able to work unsupervised to achieve goals and outputs

Good interpersonal skills with the ability to communicate clearly and effectively, both orally and in writing

Excellent time management skills

Flexible and adaptable to various working situations to meet the requirements of the job and deadlines

Maintains confidentiality with all matters relating to the Kindergarten