DUNEDIN RUDOLF STEINER SCHOOL

JOB DESCRIPTION

Position: Teacher Aide from Term 4 2026

Reporting to: The Principal. Learning Support Coordinator and Class Teacher

Terms and Conditions: As per the Support Staff in Schools Collective Agreement
This position is linked to specific ORS funding

Days and Hours: As per timetable – 14 hours per week, term time only increasing to 20 hours per week in 2027.

Role of the Teacher Aide
The Teacher Aide's role is to assist or facilitate the child or children's participation in the programme provided in the classroom with a particular focus on literacy and numeracy learning. What the teacher aide does depends on the needs of the child/ren, but will generally fall into one or more of the following categories:-

1. Working directly with children in gaining skills under the supervision of the teacher.
2. Taking on tasks that will ease the teacher load so that he or she may work with the children
3. Assisting children with toileting needs, safety and self-care.
4. Skills building for the child.
5. Social contact and interaction with peers
6. Assist, under guidance, with preparation of material for use with the child/ren.
7. To be in attendance at the specified times.
8. To work with the child/ren under the direction of the class teacher and according to any IEP prepared
9. When relevant, to attend the IEP meetings, case conferences and in service or training programmes
10. To maintain confidentiality about any matters concerning the child/ren.
11. To assist with the collection of information relating to the child/ren.
12. To maintain effective communication with the class teacher

The Teacher Aide is supporting the teacher but does not replace the teacher.

The Teacher Aide can contribute much in terms of ideas, thoughts and information about the children. This should be shared with the teacher responsible.

Duties of the Teacher Aide

A Supporting the child

1. To develop an understanding of the specific needs of the children concerned.
2. To aid the children to learn as efficiently as possible in both group situations and on their own.
3. To establish a supportive relationship with the children concerned.
4. To encourage acceptance and integration.
5. To develop methods for promoting/reinforcing children's self-esteem.

B Supporting the teacher

1. To assist in the development of suitable programmes of support for children with special needs
2. In conjunction with the class teacher and/or other professionals develop a system of recording the children's progress.
3. To participate in IEPs as required
4. To participate in the evaluation of the support programme.
5. To provide regular feedback about the child to the teacher.

C. Supporting the school

1. To maintain confidentiality about matters concerning the students
2. To liaise, advise and consult with other members of the team supporting the child as required
3. To contribute to reviews of the children's progress
4. To attend relevant in-service training
5. To be aware of the school's organisational procedures
6. Communication with home is done by the class teacher

D. Additional

1. The post holder is expected to work with the Special Character of the Steiner School.

Signed……

Name ……