

Position description

POSITION	Teacher Aide
Unit	Ronald MacDonald unit
Responsible to	Unit Leader
Background	Northern Health School provides education to students while they are too unwell to attend their regular school. Teaching occurs at the NHS school unit, in hospital settings both in wards and/or classrooms, and/or within the community, supporting students with high health needs. The Teacher Aide supports teaching staff in the delivery of education services to these students.

KEY RESPONSIBILITIES	
Primary Objective	• Support an environment which promotes good mental, physical, emotional and social growth. • Implement programmes with relevant classroom teacher support and direction, that allow student(s) to attain an acceptable and satisfying rate of progress and achievement. • Assist teachers catering for the needs of individual students requiring extra assistance with either direct or indirect interventions. • Set, maintain and model professional standards. • Work harmoniously and collaboratively with all school staff and others you may meet through support agencies or at other facilities. • Interact effectively with students in the classes you are working in. • Actively strive to promote the child's independence and personal growth.

Before Class	• Check with classroom teacher as to what is needed for the session, what is being planned and with whom to work. • Prepare any materials or resources needed for the session. • Check with classroom teacher on any other tasks that need to be done.
During Class	• Work with students as directed by teacher. If classroom is busy, move around as much as possible. If classroom is quiet, work with one or two students. • If working with, or playing a game with students, allow them plenty of thinking time and let them do as much as possible. Suggest, rather than tell, give hints, show examples etc. but allow students to follow through. • Students must do their own work. Don't do it for them otherwise it is not their work. • Encourage students to work in dependently with support as required. • Actively discourage student rudeness, smart or cheeky behaviour right from the outset. • Support teachers at all times. If not many students in class, check with teacher to see if other tasks can be done, for example: • Photocopying. • Gluing work into student workbooks. • Mounting and displaying artwork. • Working with individual students. • Cleaning and sorting teacher and student resources.
After class	• Ensure all materials are put away, tables and benches clear and cleaned. • Any write up of activities done in class.
General	• Manage library resources in the school's system (Accessit) and create attractive library displays. • Some supporting administration work

DESIGNATION	NAME	SIGNATURE	DATE
Teacher Aide			