



POSITION DESCRIPTION

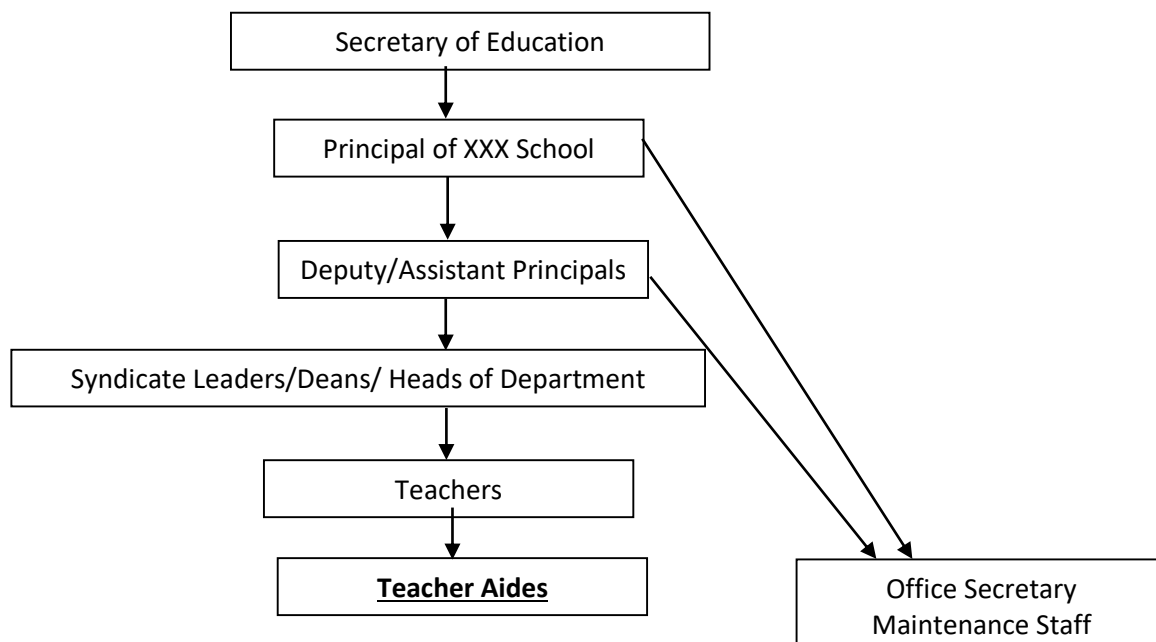
Position Title:	Teacher Aide (Individual Learner Support)
Division: School
Responsible To:	Principal
Responsible For:	IE Student
Job Purpose:	To effectively implement the learning plan developed by the teacher for the identified learner, within a caring, safe and healthy learning environment.
Remuneration	Band D. Minimum: \$9.26 Max: 12.59
Date:	June 2020

MINISTRY VISION:

Through its vision, the Ministry of Education values the unique nature of the Cook Islands. We contribute to the effective governance of our country and are recognised as leaders in education throughout the region.

The Ministry of Education provides a dynamic and professional environment which promotes and supports lifelong learning through the provision of quality services.

ORGANISATION CHART:



KEY RESULTS AREA:

K.R.A	Key Performance Indicators
<p><u>Learner Support</u></p> <ul style="list-style-type: none"> To implement the learner's individual education plan (IEP) developed collaboratively by teachers, education specialist and parents To assist with the routine/physical needs of the learner to ensure their full participation in daily learning activities, both inside and outside the classroom. Reinforces a supportive, creative, stimulating, safe and caring environment for learners To assist with the production of resources to meet specific learning needs as required and guided by the teacher. Developing an awareness of assistive technology available to assist identified learners with special learning needs With guidance from the teacher, to work collectively with relevant outside agencies to fully support the needs of students and their families. 	<ul style="list-style-type: none"> The learner is included in the learning environment and has opportunities to enjoy success at their appropriate level Manage the personal progress files and assessment data of the learner as directed by the teacher Communicate effectively with the learner in a positive and caring manner Create and maintain resources for learners in an organised and efficient way, as directed by the teacher and/or Ministry of Education Advisers Effectively use relevant technology to support learners, as directed by the teacher Health and safety of students is not put at risk. The learning needs of other students are not compromised.
<p><u>Professional Development</u></p> <ul style="list-style-type: none"> Maintaining current knowledge of strategies that can be applied to the learning situation. Upskill in strategies to support the learner through independent research or participating in workshop training opportunities 	<ul style="list-style-type: none"> Regularly reflect on and review personal performance Keeps abreast of changes in teacher aide support Participates in PD opportunities in-school or organised by MoE Advisers including qualifications upgrade programs.
<p><u>Contribution to School</u></p> <ul style="list-style-type: none"> To be informed of and participate in school activities that are specific to the needs of the learner To establish and maintain effective and cooperative working relationships with and between colleagues, parents/caregivers and learners 	<ul style="list-style-type: none"> Willingly participates in school activities held within allocated hours of work Builds positive relationships with parents/caregivers of the learner Works collaboratively with the teacher to develop and implement the IEP Requests for information are met in a timely and obliging manner
<p><u>Professional Conduct</u></p> <ul style="list-style-type: none"> Demonstrate professional conduct as expected by an employee of the Cook Islands Public Service Participate fully and effectively in the performance management system 	<ul style="list-style-type: none"> Demonstrates professional conduct at all times Complies with the values and code of conduct of the CIPS Complies with the requirements of the MOE performance management system and teacher's code of ethics Meets expected deadlines and reporting requirements

WORK COMPLEXITY:

Indicate Most challenging duties typically undertaken:

1	Provision of a high standard of support in meeting the complex needs of the learner, inclusive of significant health, hygiene and safety requirements.
2	Ability to implement learning programmes established by the teacher with guidance from MOE Advisers within a positive, stimulating, safe and caring learning environment
3	Ability to work effectively with an identified learner who has high physical or cognitive requirements, within a mainstream environment

AUTHORITY:

Teacher Aides have the following levels of authority:

Financial	Nil
Staff	Nil
Contractual	N/A

FUNCTIONAL RELATIONSHIPS:

Teacher Aides are required to demonstrate effective Human Resources skills in dealing with all internal and external relationship matters:

<i>Internal</i>	<i>Nature of Contact:</i>	<i>External</i>	<i>Nature of Contact</i>
Principal	Advise on school IE policies, procedures and processes; staff attendance, leave, performance competency and other matters as required. (Heavy)	Community Services	Resource provision, learning enhancement opportunities and other matters as required (Routine)
Teachers	Contributing to the development of the students IEP, advice, guidance, direction and other matters as required (Heavy)	Government Agencies and NGOs	As specific to the individual needs of the students including health and safety and other matters as required (Minimal)
Students	Providing student support, pastoral care, extra-curricular activities, other relevant matters as required (Heavy)		
Parents/Caregivers	Discusses learner needs, progress and other matters as required (Medium)		
IE Advisers, MOE	Participates in professional development; advice, guidance, relevant matters (Medium)		
Ministry of Education central administration office	Advise on employment matters - payroll, leave, performance, competency, and other matters as required. (Light)		

PERSON SPECIFICATION:

Qualification

Level of education required to perform the functions required of the position. This combines formal and informal levels of training and education.

Essential: (least qualification to be competent)	Desirable: (specific qualification for job)
<ul style="list-style-type: none">NCEA Level 2 or equivalent (SFC)	<ul style="list-style-type: none">NCEA Level 3 or equivalent (Form 7)Current First Aid/CPR certificateTeacher Aide Certificate or Diploma

Knowledge / Experience

The length of practical experience and nature of specialist or managerial familiarity required. This experience is in addition to formal education.

Essential: (least number of years to be competent)	Desirable: (target number of years you are looking for)
<ul style="list-style-type: none">Competency in the language of the student to whom the teacher aide is assigned where applicable2 years combined experience working with children (e.g. volunteer, church groups, NGO)A reasonable degree of physical fitness	<ul style="list-style-type: none">Fluency in both written and conversational Cook Islands MaoriExperience and/or education in childhood development

Key Skills /Attribute / Behaviours

Expert	<ul style="list-style-type: none">The effective delivery of the IEP utilizing a range of appropriate strategiesClear and effective communication skills with all stakeholders in a range of situationsDemonstrating empathy for the learner
Advanced	<ul style="list-style-type: none">Communicates well with parents/caregivers and teachers on the progress of the learnerThe ability to effectively manage resourcesA range of behavior management strategiesParticipates in the development of IEP's
Working	<ul style="list-style-type: none">Establishing effective communication channels with all stakeholdersKnowledge of assistive technologies and their applicationDeveloping an understanding of Inclusive EducationDisplaying a level 1 competency in ICT
Awareness	<ul style="list-style-type: none">Knowledge of developments in education that are relevant to IE and respective school contextGovernment legislation and policies particularly those related to education

CHANGE TO JOB DESCRIPTION:

Changes to the Job description may be made from time to time in response to the changing nature of the Ministry's work environment - including technological or statutory changes.

Secretary of Education

Date

Employee

Date