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**Government of the Cook Islands**

**Phone: (682) 29 - 357 Fax: (682) 28 - 357**

**MINISTRY OF EDUCATION**

**P.O. Box 97, Rarotonga, Cook Islands**

**POSITION DESCRIPTION**

|  |  |
| --- | --- |
| **Position Title:** | **Teacher Aide (Group Learner support)** |
| **Division:** | ………… School |
| **Responsible To:** | Principal |
| **Responsible For:** | The wellbeing of students with whom they are working with |  |
| **Job Purpose:** | To effectively implement the learning plans developed by the teacher for the identified learners, within a caring, safe and healthy learning environment. |  |
| **Job Classification** |  |  |
| **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:**

Secretary of Education

Principal of …… School

Deputy/Assistant Principals

Syndicate Leaders/Deans/ Heads of Department

Teachers

Office Secretary

Maintenance Staff

**Teacher Aides**

**KEY RESULTS AREA:**

|  |  |
| --- | --- |
| ***K.R.A*** | ***Key Performance Indicators*** |
| Learner Support   * To implement the Learning Plan that has been developed by teachers and with support of MOE Advisers. * To assist with the production of resources to meet specific learning needs. * Developing an awareness of assistive technology available to assist identified learners. * Regular communication about progress and/or further interventions and support required * Learner records are kept current. | * Learners are included in the learning environment and have opportunities to enjoy success at their appropriate level * Learning plans are prepared, monitored and reviewed regularly * Manage the personal progress files and assessment data of learners as directed by the teacher * Communicate effectively with learners and staff * 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 |
| Student Management   * Reinforces a supportive, creative, stimulating, safe and caring environment for learners * Implements appropriate strategies in managing student behaviour effectively and within school policy | * Uses positive reinforcement to encourage desired behaviours * Reinforces clear and effective classroom routines established by the teacher |
| Professional Development   * Maintaining a current knowledge of strategies that can be applied to the learning situation of their group of identified learners * Upskill in strategies to support learners through independent research or participating in workshop training opportunities | * Regularly reflects on and reviews 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. |
| Contribution to School   * To be informed of and participate in school activities that are specific to the needs of the group of identified learners * To establish and maintain effective and cooperative working relationships with and between colleagues, parents/caregivers and learners | * Willingly participates in school activities held within allocated hours of work * Builds positive relationships with parents/caregivers of identified learners * Request for information are met in a timely and obliging manner * Works collaboratively with the teacher to develop and implement the Learning Plan |
| Professional Conduct   * Demonstrate professional conduct as expected by an employee of the Cook Islands Public Service * Participate fully and effectively in the performance management system | * Demonstrates professional conduct at all times * Complies with the values and code of conduct of the OPSC. * Complies with the requirements of the MOE performance management system and teacher’s code of ethics * Meets expected deadlines and reporting requirements |

**WORK COMPLEXITY:**

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| --- | --- |
| *Indicate Most challenging duties typically undertaken:* | |
| 1 | Leading learning and providing high quality support to meet varying needs of learners |
| 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 | Application of assessment skills to a high standard that are relevant to the needs of their group of identified learners, providing feedback and feedforward to learners. |

**AUTHORITY:**

Teacher Aides have the following levels of authority:

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| --- | --- |
| **Financial** | Nil |
| **Staff** | Nil |
| **Contractual** | N/A |

**FUNCTIONAL RELATIONSHIPS:**

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

|  |  |  |  |
| --- | --- | --- | --- |
| Internal | Nature of Contact: | External | Nature of Contact |
| Principal | School IE policies, procedures and processes;staff attendance, leave professional development, performance competencyand other matters as required.(Heavy) | Community Services | Resource provision, learning enhancement opportunities and other matters as required (**Routine**) |
| Teachers | Contributing to the development of learning programmes, 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 | Maintain positive and professional relationships, pastoral care, other relevant matters as required (Heavy) |  |  |
| Parents/Caregivers | Learner needs, progress and other matters as required (Medium) |  |  |
| IE Advisers, MOE | Participate in professional development; advice, guidance, relevant matters (Medium) |  |  |
| Ministry of Education central administration office | Employment matters - payroll, leave, performance, competency, and other matters as required. (Light) |  |  |

**PERSON SPECIFICATION:**

###### Qualification

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

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| --- | --- |
| **Essential: (least qualification to be competent)** | **Desirable: (specific qualification for job)** |
| * NCEA level 2 or equivalent (SFC) | * NCEA Level 3 or equivalent (Form 7) * Current First Aid/CPR certificate * Teacher Aide Certificate or Diploma |

**Knowledge / Experience**

The length of practical experience in addition to formal education.

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| --- | --- |
| **Essential: (least number of years to be competent)** | **Desirable: (target number of years you are looking for)** |
| * Competency in the language of the student to whom the teacher aide is assigned where applicable * 2 year’s combined experience working with children (e.g. volunteer, church groups, NGO) * A reasonable degree of physical fitness | * Fluency in both written and conversational Cook Islands Maori * Experience and/or education in childhood development |

**Key Skills /Attribute / Behaviours**

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| --- | --- |
| **Expert** | * The effective delivery of the Learning Plan utilizing a range of appropriate strategies * Clear and effective communication skills with all stakeholders in a range of situations * Demonstrating empathy for the learner |
| **Advanced** | * Communicates well with parents/caregivers and teachers on the progress of the learner * The ability to effectively manage resources * A range of behavior management strategies * Participates in the development of Learning Plans |
| **Working** | * Establishing effective communication channels with all stakeholders * Knowledge of assistive technologies and their application * Developing an understanding of Inclusive Education * Displaying a level 1 competency in ICT |
| **Awareness** | * Knowledge of developments in education that are relevant to IE and respective school context * Government 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