

## **JOB DESCRIPTION**

**Position:** TEACHER AIDE TE PUKENGA – COMPLEX EDUCATIONAL NEEDS UNIT,  
CASHMERE HIGH SCHOOL

**Responsible to:** The Principal of Cashmere High School and The Board of Trustees

**Functional Relationships:** Head of Department Te Pukenga  
Teachers / Conductor / Specialist staff (Therapists)  
Students and Students Families

### **PRIMARY GOAL**

Teacher Aides in Te Pukenga are expected to demonstrate consistent levels of skills to support the objectives, policies and operational procedures of Te Pukenga at Cashmere High School.

### **KEY TASKS**

- 1. Assist in the implementation of planned educational programmes for students.**
  - Follow directions from teaching staff and specialist staff to complete given tasks
  - Seek clarification when needed from teaching or specialist staff
  - Complete documentation as required
  - Deliver feedback to assist teachers and specialist staff for planning and for students IEPs/ITPs
  - Model desirable behaviour to students
  - Use appropriate behaviour management techniques as directed by teaching staff
  - Assist students in mainstream classes
  - Assist senior students at work experience
  - Assist students during outings and community experiences
  - Transportation and supervision of students to extra curricular activities in the community as part of planned educational and transitional programmes.
- 2. Demonstrate the ability to carry out personal care tasks activities of daily living and technical skills that maintain students dignity, personal comfort and safety.**
  - Demonstrate safe manual handling and transfer skills
  - Use hoists and other personal care equipment safely
  - Report any equipment problems to appropriate staff
  - Report any accidents or incidents involving students or staff members and self
  - Demonstrate how to manage wheelchairs and other personal equipment
  - Assist students with meals and feeding skills
  - Demonstrate good hygiene practises and toileting skills

### **3. Demonstrate organisational skills**

Communicate issues or concerns relating to the student with Conductor/Teachers /Specialist staff in a timely manner

Represent Te Pukenga and Cashmere High School in an appropriate and positive way when completing community activities with the students

Demonstrate good time keeping skills

Demonstrate care and respect for all resources

### **4. Demonstrate Contributory Skills**

Demonstrate the ability to work as a team player to assist Te Pukenga to function efficiently

Participate in professional development activities and all meetings as required.

Participate in an annual appraisal

Be respectful of all cultures and helps to provide a culturally respectful environment

### **5. Demonstrate Professionalism**

Demonstrate confidentiality at all times

Use appropriate language and always demonstrate appropriate behaviour with students and staff.

Adhere to the routine and timetable of Te Pukenga

Wear appropriate attire and have good personal hygiene.