



Auckland Grammar School

JOB DESCRIPTION

POSITION: Teacher Aide

RESPONSIBLE TO: Head of Learning Support

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**Key Responsibilities**

- Tutoring and assisting with the programmes for students who have special teaching needs.
- Tutoring individuals and small groups of students in Literacy and Numeracy Skills, under the guidance of Learning Support teaching staff.
- Attending classes with students to assist in the classroom.
- Follow the instructions of all classroom teachers.
- Assisting with Parent Tutors.
- Assisting with Special Olympics (transport, organisation and supervision).
- Supervising the students outside class time as required.
- Ensuring the safety of the students.
- Ensuring that the Head of Learning Support knows the whereabouts of students at all times.
- Attending IEP meetings for the students when required.
- Implementing the goals identified in the students' current IEP.
- Various tasks within the Learning Support as required.
- Other reasonable requests as may be made by the Deputy Headmaster.

Date: \_\_\_\_\_

Signed by: \_\_\_\_\_  
Head of Learning Support

Signed by: \_\_\_\_\_  
Teacher Aide