



MOUNT ALBERT GRAMMAR SCHOOL

Job Description

Teacher Aide - Learning Support

Responsible to: Head of Department Learning Support

Primary Objectives:

- To support individual students in their learning environment so that they achieve their learning goals.
- To assist teachers catering for the needs of individual students requiring extra assistance with either direct or indirect interventions.

Key Tasks:

Duties may include any combination of the following tasks:

- Provide in-class/group/individual assistance with literacy and numeracy programmes
- In-class support of group and individual student learning needs across all curriculum areas and levels as required
- Withdrawal support of group and individual student learning needs across all curriculum areas and levels as required
- Assistance with reader/writer or other examination assistance for assessment
- Support the learning of any ORS or other funded student as per his/her IEP
- Support individual students' educational needs as required
- Conduct assessment tests as requested by HOD
- Conduct school placement testing
- Provide administrative assistance with assessment data
- Perform administrative duties associated with the Department
- Prepare, maintain and manage classroom resources and equipment for the Department
- Other duties as required