

**CHRISTCHURCH RUDOLF STEINER SCHOOL**  
**TEACHER AIDE**  
**JOB DESCRIPTION**

**POSITION:** Teacher Aide

**TENURE:** Fixed Term Position - Part Time

**RESPONSIBLE TO:** The College Principal Group through the Learning Support Coordinators

**EMPLOYER:** Christchurch Rudolf Steiner School Board of Trustees

**TERMS & CONDITIONS:** As per the Support Staff in Schools Collective Employment Agreement

**GENERAL RESPONSIBILITIES:**

To support the wider educational, collegial, cultural and spiritual life of the school in working with the students from a **Steiner Education perspective**; to lead by example in supporting standards expected of pupils, to be punctual, to undertake staff development and performance appraisal against professional standards and attend school meetings where relevant.

**SPECIFIC RESPONSIBILITIES:**

**Working with students**

- To assist with the provision of a positive, caring and supportive learning environment for all children.
- To assist in the provision of education in the school within the direction and coordination of the sponsor teacher, or SENCO.
- To work both individually and with groups both within the classroom and, where necessary, out of the class.
- To follow the teaching plan set by the SENCO for remedial teaching programmes.
- To work with staff and other agencies in a collaborative manner to help ensure the most effective outcomes for students.
- Help provide information and communicate with teachers about learning outcomes. **Record Keeping**
- To keep accurate records of all learning outcomes and student outcomes.
- Take accurate and comprehensive notes of group meetings where appropriate.

The provisions of the staff Code of Conduct apply

Teacher Aid appraisal will be carried out in accordance with the above description

**Signed (Employee)** .....

**Date** .....