



Teacher Aide

Information for Applicants





Key information



Position Title: Teacher Aide

Closing Date: Monday, 25 January 2021

How to apply

All applications should be submitted via email to amos.pilgrim@medbury.school.nz

Applications should include:

1. A letter of application addressed to the Assistant Principal, Mr Amos Pilgrim.
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least three professional referees.

The successful applicant will be subject to employment screening, which will include:

1. Reference checking and verification of employment history.
2. Criminal history check.

The School is committed to providing a safe environment for all students and staff. Applicants must be committed to the values of our child-safe environment.

Questions

Enquiries can be directed to the Assistant Principal on 03 351 6169 or amos.pilgrim@medbury.school.nz

Information for applicants can be found on the Vacancies page of the School's website: medbury.school.nz



Position Details

Position Title:	Teacher Aide
Location:	Medbury School
Classification:	Support Staff
Status:	Fixed term for 2021, term time only (35 to 40 hours per week to be negotiated)
Reports to:	Assistant Principal

Scope and Authority

Medbury is one of Australasia's leading private preparatory schools for the education of boys from Years 1 to 8. Located in Christchurch, Medbury caters for day boys and boarders. Medbury will celebrate its Centenary in 2023.

Vision:	To be the leading Australasian private preparatory school for boys
Mission Statement:	Unlocking Every Boy's Potential
School Motto:	Play the Game

The Headmaster is responsible to the Board for the direction and management of Medbury School. Ultimately the responsibility for the leadership and management of the School rests with the Headmaster.

The Teacher Aide is appointed by and acts under the direction of the Headmaster and will be required to perform additional duties as determined by the Headmaster. He or she will also work alongside and liaise with teaching and administrative staff in the School. Compliance with Workplace Health and Safety directives is a requirement in this position.

Position Summary

Responsible to the Assistant Principal, the Teacher Aide contributes to the School's aims and philosophy of developing and delivering a contemporary, innovative curriculum, which is underpinned by clear expectations about high quality learning outcomes and standards to be achieved and which is appropriate to a modern, technological and culturally diverse society.

The Teacher Aide nurtures self esteem, encourages self reflection and develops compassion, respect, and tolerance as part of Medbury School's Christian Values on which children may build their lives in a school environment that values education within a sustaining and life-giving community. This significantly underpins the daily work of the School and the development of the curriculum.



Key Responsibilities

Teacher and Classroom Support

- Assisting teachers with classroom and activity preparation and setup
- Provide assistance to students during practical lessons
- Maintaining anecdotal records on students for use in reviewing student's development
- Clerical assistance duties including typing teachers' notes and work programmes, duplicating and photocopying teaching materials, collation and duplication of exam papers, laminating, assisting in organising off site activities etc
- Assisting in the supervision of education activities, under the direction of a teacher
- Assisting in preparing, storing, making available and clearing away teaching equipment and materials
- Assisting teaching staff with playground supervision
- Collecting money from students for various school activities as required
- Contributing to the welfare, health and safety of students including the delivery of first aid
- Assisting students with special needs, this may in certain circumstances extend to moving disabled pupils, assisting with positioning, assisting with meals, toileting and dressing of pupils unable to care for themselves
- Listening to students' reading
- Reading aloud and storytelling
- Literacy and Numeracy duties may include support for teachers in providing learning materials for students at risk, working with small groups as well as individual students and use of computers when working with students.

Customer Service

- Provide the highest level of service to all members of the School including parents, students and staff

- Positively promote the School both internally and externally at all times
- Maintain confidentiality and handle sensitive matters diplomatically and discretely
- Promote the School's image positively on all occasions.

Statutory compliance

- Ensure functions adhere to all statutory compliance requirements
- Keep up to date with relevant regulations and ensure that policies and procedures adhere to the relevant regulations
- Develop various professional resources and contacts to gain knowledge of changes in various regulations and legislation.

Duty of Care

- Contribute to the School's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant School policies and practices.

Teamwork and Communication

- Demonstrate a willingness to work positively within a team as well as having the ability to work independently
- Demonstrate and practice a high level of written, verbal and non verbal communication skills
- Attend meetings as required
- Recommend improvements in processes, as appropriate to the Assistant Principal.



Personal Characteristics

- Supportive of the Christian Values within the School
- Demonstrates an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment
- Operates effectively in a team environment
- Possesses a systematic approach to work
- Possesses the interpersonal skills appropriate to interviewing and consulting with parents
- Displays enthusiasm and initiative – has a high achievement drive and acts in a self directed way
- Is diplomatic and tactful and able to maintain confidentiality and monitor level of disclosure on sensitive matters
- Displays respect and empathy for students with high level needs
- Displays confidentiality, tact and reliability to students and their families.

Selection Criteria and Competencies

Ideal candidates will possess the following competencies, skills, qualifications and experience:

- Ability to implement effective behaviour management strategies to support teachers in providing an optimal learning environment.
- High level interpersonal and communication skills
- Ability to build positive and co operative relationships with students, peers, parents and colleagues
- Ability to work effectively in teams.
- Well organised, with the ability to meet deadlines
- Hold a current recognised First Aid Certificate including CPR.

All employees recognise and accept that multi skilling is an essential component of employment, with Medbury and that they may be required to undertake duties outside their normal position description but within their skills, competency and capability.

Given the dynamic environment in which the School operates, the Headmaster may alter the roles and responsibilities of this position at this discretion in order to most effectively serve the needs of the School.

Employee Name:

Signature:

Date:
