



Christchurch Girls' High School | Te Kura o Hine Waiora

Manaakitanga. Whanaungatanga. Aroha. Rangatiratanga.

Te Whakatūrangā ō Mahi

POSITION DESCRIPTION

Teacher Assistant – English as an Addition Language (EAL)

Responsible to	Principal <i>Tumuaki</i>
Functional Relationships	Management team EAL staff Teachers/Students
Position details	Fixed Term, Part-Time

Responsibilities

As a key member of our staff, the Teacher Assistant - EAL will lead with our values:

Manaakitanga

Leading with moral purpose

Whanaungatanga

Leading by building and maintaining authentic relationships

Aroha

Leading with empathy and understanding

Rangatiratanga

Leading with Mana and empowering others

The below professional and specific duties are intended to give a clear understanding of the real requirements of the job while leaving scope for individual professional initiative and allowing less need for supervision.

Primary Objectives |

Whāinga

- To enable the quality delivery of programmes to meet the learning needs of the students at Christchurch Girls' High School | *Te Kura o Hine Waiora* in both EAL and the mainstream classroom.

Key Accountabilities | Ngā Takohanga

Key Tasks	Key Objectives	Expected Outcomes
Support	<ul style="list-style-type: none"> Work with students who have English as an additional language (EAL) programmes designed by EAL teaching staff Be prepared to assist with the EAL Learning Area administration: including filing, photocopying, data entry, assessments etc. 	<ul style="list-style-type: none"> Students are respected as individuals and treated with respect. Programmes are implemented as designed Administration is an ongoing part of the day to day running of EAL. Be able to use initiative and work independently, sometimes without supervision
In Mainstream classrooms	<ul style="list-style-type: none"> The majority of teacher assistant hours is spent supporting teachers in the mainstream classes, in particular with classes with identified EAL students There is a need to be punctual when working with students and teachers in mainstream classes Be prepared and able to work in holistic education process taking into account the total needs of students Break down and chunk tasks for students to enhance learning Appraisal of EAL staff is carried out annually 	<ul style="list-style-type: none"> The teacher allocates tasks in the classroom. The Teacher Assistant needs to be flexible and adaptable when working with individuals and/or groups of students, teachers and subjects in school Respect for the learning environment is evident. Teacher Assistants will be allocated to classrooms and classes Be respectful of students in mainstream classrooms and their need to maintain their self-esteem Feedback from mainstream staff will be sought for appraisal
Collegiality	<ul style="list-style-type: none"> Support colleagues by performing allocated duties, completing administrative tasks and assisting other staff wherever possible Undertake professional development when appropriate Assist on sports days and school trips as agreed in designated hours 	<ul style="list-style-type: none"> Be a member of a team of dedicated and caring staff, maintaining confidentiality where appropriate and necessary Entitled to Professional Development as all members of Christchurch Girls' High School Te Kura o Hine Waiora staff Attend extra-curricular events as required within working hours
Te Tiriti o Waitangi partnership	<ul style="list-style-type: none"> Ensure culturally responsive practice and understanding of Aotearoa New Zealand's cultural heritage, using Te Tiriti o Waitangi 	<ul style="list-style-type: none"> Culturally responsiveness and understanding of Te Tiriti o Waitangi is reflected in practice
Financial Assets	<ul style="list-style-type: none"> Effectively and efficiently uses available financial resources and assets, within delegated areas of authority 	<ul style="list-style-type: none"> Financial resources and assets are used effectively and efficiently to support improved pastoral and academic outcomes for students
Community	<ul style="list-style-type: none"> Contribute to building a positive culture across the school with a connected, engaged, caring and supportive community Develops and maintains positive respectful relationships with students, staff, whānau and the wider community Communicates effectively and establishes good communication processes within the school and with the community Strengthen community relations through connections with parents, whānau, prospective parents and the wider community 	<ul style="list-style-type: none"> A positive culture exists across the school with a connected, engaged, caring and supportive community evidenced Positive respectful relationships are developed and maintained Effective communication processes are maintained within the school and with the community Community relations are strengthened
Contribution to School Life	<ul style="list-style-type: none"> Engage actively in implementing and fulfilling the obligations of the school strategic and annual plan Contribute to and participate in the corporate life of the school, school-wide 	<ul style="list-style-type: none"> Obligations of school strategic and annual plans are met Proactive involvement in all aspects of school life

	co-curricular activities, extra-curricular activities, and events	<ul style="list-style-type: none"> School-wide co-curricular activities and extra-curricular activities and events are supported
Safeguarding	<ul style="list-style-type: none"> Undergo Police vetting Adhere to and implement relevant policies, practices, and procedures for safeguarding 	<ul style="list-style-type: none"> Relevant policies, practices, and procedures for safeguarding are implemented and adhered to
Health and Safety	<p>All staff are expected to</p> <ul style="list-style-type: none"> Implement and adhere to all safe work practices and procedures in accordance with the school Health and Safety Policies Monitor and take care of the health and safety of others within your areas of responsibility and report any hazards in accordance with school procedures Participate as required in the resolution of Health and Safety issues and training as required 	<ul style="list-style-type: none"> Health and safety is effectively managed across the school with leadership responsibility for EOTC requirements and safe practice Safe work practices and procedures are adhered to in accordance with the school Health and Safety Policies The Health and Safety within area of responsibility is monitored and hazards reported. Health and safety issues are resolved through a proactive approach and training as required
Staff Expectations	<p>All staff are expected to:</p> <ul style="list-style-type: none"> Always conduct themselves with professionalism and adhere to the school policies and procedures Promote the vision and values of Christchurch Girls' High School <i>Te Kura o Hine Waiora</i> and be an advocate for the school and our students in the community 	<ul style="list-style-type: none"> Staff conduct themselves with professionalism and adhere to school procedures and policies The vision and values of Christchurch Girls' High School <i>Te Kura o Hine Waiora</i> are promoted Positive promotion of the school and advocacy for our students in the community
General	<ul style="list-style-type: none"> Undertake specific responsibilities and duties at the Principal's <i>Tumuaki</i> discretion. 	<ul style="list-style-type: none"> Specific responsibilities and duties as directed by the Principal <i>Tumuaki</i> are executed.

Teacher Assistant – English as an Additional Language (EAL)

Name: _____

Signature: _____

Date: _____

Principal | *Tumuaki*

Name: _____

Signature: _____

Date: _____