



Epsom Girls Grammar School Learning Centre

Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School Te Kura Tuarua o Ngā Taitamāhine o Maungawhau is committed to the principles of Te Tiriti o Waitangi and the New Zealand Curriculum. Learning is founded on traditions of whānaungatanga, service and commitment to high quality education. Ākonga are empowered to be open to change, culturally responsive and reflective.

Values: Courage, compassion, curiosity, community

Position: Permanent Part time Teacher Aide / Kaiawhina
20 hours per week, term time only

Responsible to: LAD – Learning Centre

Direct involvement with: Learning Centre students and staff

Primary responsibility: To contribute to the development of a learning environment in which the aims of the Learning at EGGS Statement may be achieved within the specific context of the Learning Centre

Key Tasks

- Assist in the provision of a positive, safe and stimulating learning environment for identified students with diverse learning, self-care and behavioural needs.
- Follow classroom programmes prepared by the class teacher and/or Learning Centre in classes and 1:1.
- Support/ Supervise Students with Special Assessment Conditions and Testing/ Assessments.
- Communicate with the classroom teacher, LAD Learning Centre about student's progress reports on students that are supported in the classroom.
- Contribute to the monitoring of identified students' daily progress within their learning environment.
- Support the use of agreed learning and/or behaviour management strategies to support student outcomes such as the Individual Education Plan process (IEP)
- Participate in the school wide Professional Growth Cycle process.
- Attend Learning Centre meetings and professional development where appropriate
- General office and team admin including data entry, filing (both paper and electronic), laminating, printing. Scheduling meetings with groups of people as directed by LAD, HOD, SENCOS and GnT co-ordinator. Communicating with external providers, staff, students and whanau professionally, purchasing, managing resources. (Training in our systems is provided).

The successful applicant should:

- Be highly organised and efficient with excellent time management.
- Be positive, warm and professional.
- Demonstrate the ability to practice collaboratively as a team member and support classroom teachers effectively.
- Have effective communication skills.
- Be trustworthy, discreet and able to maintain confidentiality.

- Demonstrate flexibility within the role and as a team member.
- Be motivated to develop professional development in special needs education.
- Be computer literate and confident to learn new computer skills.
- Have effective problem solving skills and be solutions focussed.
- Use restorative approaches. (training provided).
- Enjoy working with teenagers.
- Have efficient and accurate administration skills.
- Demonstrate an understanding of the principles of Te Tiriti o Waitangi