

<p style="text-align: center;">Teacher Aide Casual/Relief Position</p>

Thank you for applying for a position with our school.

1. Please provide a covering letter and complete this application form personally.
2. Attach a curriculum vitae (CV) containing any additional information eg. family, work experience, interests, qualifications, any written references etc.
3. Copies only of qualification certificates should be attached.
4. If you are selected for an interview you may bring whanau/support people at your own expense. Please advise us beforehand if this is your intention.
5. This application form and support documents will be held by the school. You may access them in accordance with the provision of Privacy Act 1993.

If you have any queries, please contact the person school administration.

Please post or deliver to -

**Jan Rockliff
Cromwell College
Barry Avenue
Cromwell 9310**

janrockliff@cromwell.school.nz

Applications close on Wednesday 26 September 2018

CRITERIA FOR APPOINTMENT

In considering applications for positions the Board of Trustees shall appoint the person who in their view is best suited to the position.

In deciding who is best suited, the Board of Trustees shall give consideration to the experience, qualifications and abilities relevant to the position and based on the following criteria –

1. Ability to meet the general requirements of the position as detailed in the Job Description relating to the position; and
2. Person who best meets the desirable qualities as outlined in the Person Specification relating to the position.

Any offer of employment made is conditional upon a satisfactory Police check being obtained.



Application Form – Teacher Aide Casual Relief Position

Family Name _____

First Names _____

Present Position _____

Contact Address _____

Work Phone Number: _____

Cell Phone Number: _____

Home Phone Number: _____

E-mail Address: _____

Date of Birth: _____

Residency Status: _____

If you wish, please state any special qualifications, experience or strengths you feel you possess which support your application. These may be included in your covering letter.

Convictions Against the Law / Unsuitability for the Position -

Have you ever been convicted of any criminal offence against the law or otherwise know of any reason why you should not be employed to work in the school environment?

Yes / No

If you have answered yes, please provide the date and details of the offence, or other reasons, together with any comments you may wish to make.

Have you had any injury or medical condition caused by gradual process, disease or infection such as occupational overuse syndrome, stress or repetitive strain injuries or other condition which the tasks of this job may aggravate or contribute to and do you have any health problems which would prevent you from carrying out the work as described in the job description or person specification.

Yes / No

If you have answered yes, please provide full details.

Note that all Cromwell College buildings and grounds are smoke-free.

REFEREES:

Please provide the names and addresses of two referees who are able to comment on you in a professional capacity. Preferable referees are those who have been in a supervisory role in an employment situation (Principal, Manager, CEO etc).

Referee One

Name _____

Relationship to you _____

Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

Referee Two

Name _____

Relationship to you _____

Address _____

Home Phone _____

Work Phone _____

Cell Phone _____

Email _____

Note: The selection panel may choose to consult people, other than the nominated referees, as part of the appointment process.

Signature of Applicant _____ Date _____

TEACHER AIDE JOB DESCRIPTION

Hours of work: On a casual relief basis

Remuneration: Support Staff Administrative Class
Indicative pay rate Grade B: \$17.09 per hour to \$20.16 per hour depending on skills, experience and qualifications

Responsible To: Principal
SENCO Special Needs Coordinator

Functional Relationships with:

Teacher Aides
Class teachers
Parents and wider school community

General Objective

To support identified student/s in one on one and small group learning, to help build students' skills, confidence and understanding.

Key Tasks:

- Work with small literacy, numeracy, language, social development and other groups under the direction of the SENCO and/or a teacher.
- Provide one to one support, or work with small groups, developing strategies in partnership with the SENCO and/or class teacher to enable all pupils to access learning opportunities and maximise student achievement.
- Follow support programmes provided by teachers, RTLB, SENCO, or other professionals.
- Support student inclusion in a range of areas, (for example self-care, personal safety and self management).
- Participate in the use of agreed appropriate behaviour management strategies.
- Use age appropriate language and activities.
- Provide appropriate feedback /reinforcement that is consistent and meaningful to the student.
- Participate in IEP (Individual Education Plan) planning.
- Contribute information to support assessments.
- Contribute to monitoring and keeping records of students' daily progress.
- Communicate regularly with the teacher/SENCO about the students' progress.

Person Specification

- Able to work effectively as part of a team
- Conversant with a wide range of teaching styles and techniques
- Demonstrate commitment to own learning and ongoing professional development
- An open, clear and honest communicator
- Familiar with and able to apply cooperative learning strategies
- Have the skills to develop, foster and maintain a stimulating child centred learning environment
- Collegial, organised and professional
- Have a sense of humour
- Have successful primary teaching or teacher aide experience

- Willing to contribute to extra-curricular activities where appropriate
- Have a knowledge of Restorative Practice
- Sensitive to cultural values and practices
- Experienced with ICT (Information Communication Technology) and associated classroom applications
- Be able to manage student behaviours with compassion and understanding