



Burnside High School **Te Kura o Waimairi-iri**

ESOL Teacher Aide Position Description

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| Tenure: | Permanent, part-time support staff |
| Responsible to: | Head of Department - ESOL |
| Functional Relationships with: | Classroom teachers and support the various programmes offered by the school |
| Hours per week: | 15 Hours, term time only |
| Remuneration: | Current Support Staff in Schools' Collective Agreement – Grade B-C |

PURPOSE:

It is envisaged the successful applicant will work alongside ESL and mainstream teachers supporting the various programmes offered by the school, as well as ensuring the smooth implementation of the Department's systems and procedures.

KEY TASKS AND RESPONSIBILITIES

- Working with students individually or in small groups in all subject areas, under teacher direction and in support of the class lessons
- Monitoring student progress under teacher direction
- Updating student records and other similar tasks
- Assisting with entrance testing
- Processing Department resources

PERSONAL SPECIFICATIONS

- Ability to work with young people who are experiencing English language learning difficulties
- A sound knowledge of basic English language skills
- Patience and a good sense of humour
- Cultural sensitivity and empathy for students learning English as a second language
- Ability to communicate effectively across a wide range of people – both students and staff
- Ability and willingness to work supportively as a member of the staff team
- Dependability, good judgment, empathy, initiative and self-motivation
- Effective time management skills
- Ability to follow verbal and written instructions

DECLARATION

I accept this position as offered. I have read the content of this position description and understand and accept its parameters.

Signature: _____

Date: _____