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|  | LISTON COLLEGE Teacher Aide  Job Description 2019 |

# Mission Statement of Liston College

In partnership with its community, Liston College will create and maintain a school environment centred on Catholic values. It will, equitably, encourage students in its care to strive to use their abilities to the fullest, as members of society and of the Catholic community.

As a Teacher Aide, you are an important member of the Liston College community. You will, along with all Liston College staff collectively ensure that the school operates effectively and maintains a positive public image.

As a Teacher Aide, you will work in collaboration with classroom teachers to assist students with special learning needs.

# Responsible to: Special Education Needs / GATE Co Coordinator

# SENCO/ GATE

### Hours of Work: 25 hours per week

**(5 days / week, Term Time only)**

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| **KEY TASK** | **PERFORMANCE INDICATOR** |
| 1. Support the Special Character of the College | * Support the Special Character of the College as outlined in our Mission Statement. |
| 2. Support Students with  Special Learning Needs | * Provide in class support relevant to students’ identified learning needs * Liaise with the classroom teacher to ensure an appropriate programme is in place for each student * Assist in the preparation of IEP’s and IBP’s * Monitor the programme set out for individual students * Assist with the completion of relevant documentation for students * Maintain relevant records on progress for each student * Report on the progress of each student at regular intervals * Review programmes regularly to ensure the learning needs of the students are met. * Assist with the testing of students as required. * Complete associated documentation for all tests. * Attend meetings relevant to those under care * Maintain regular contact with the Special Needs Co-ordinator. * Assist with relevant duties as directed by the Special Needs Co-ordinator |
| 3. Professional Development | * Attend relevant Professional Development programmes and activities * Participate constructively in the Performance Management programme |