



Southern Cape Cluster Statement of Expectations for Teacher Aides

- Assist individual students in performing activities initiated by the teacher.
- Assist groups of students in performing activities initiated by the teacher.
- Assist in the assessment of students as requested by the teacher/supervisor.
- Reinforce learning in small groups or with individuals, while the teacher works with other students.
- Provide assistance with individualised program materials.
- Assist the teacher in observing, recording, and charting behaviour.
- Assist the teacher in observing, recording, and charting assessment results.
- Assist in preparation/production of instructional materials and modifications.
- Carry out instructional programs designed by the teacher.
- Assist in related duties which may be assigned because of specific needs or specialist skill/qualification held (maintenance and/or preparation of instructional and life skills materials).
- Assist the teacher to provide program adjustments that are suitable to the student's behavioural and emotional make-up.
- Work in all areas of the school and with any age group as directed.
- Create resources as directed in a timely manner.
- Perform first aide and cleaning duties as required in and around the classroom.
- Reinforce social and personal skills to ensure the successful inclusion of students with special needs or learning difficulties.
- Monitor bathroom and outside activities as directed by the teacher.
- Maintain records relative to specific programming and student performance as requested by teacher/supervisor.
- Assist the classroom teacher to involve the student with special needs or learning difficulties in classroom and extra-curricular activities.
- Supporting student inclusion in a range of areas, for example, self-care, personal safety, mobility, toileting and access to play equipment.
- Monitor and supervise playground as per duty requirements.
- Escort students to locations as directed by the teacher or the leadership team.
- Commit to following the Code of Conduct and Student Protection procedures.
- Commit to following the school rules, policies and SCC objectives.
- Commit to undertaking mandatory training required by all EQ employees as directed.
- Commit to undertaking the Developing Performance Process annually with your assigned mentor, Principal or classroom teacher.
- Record your starting and finishing times by using the electronic timesheet system, following instructions and meeting deadlines as directed.
- Scrutinise your timesheet fortnightly for correctness, ADO calculations, sign and have the BM / AO sign also. (unless other arrangements are made)
- Notify the office as soon as possible (< 7.45am) of your absence on any work day.
- Seek approval in advance from the Principal by completing a leave request form.
- Arrive promptly at class/outside class hours activities or phone beforehand to advise of estimated late arrival time and reason.
- Dress professionally and safely at all times.
- Be respectful of all Staff, Students and Visitors to the school.
- Report any complications or issues directly to the Principal.
- **ADMINISTER FIRST AIDE AS THE 1ST POINT OF CONTACT.**