

POSITION DESCRIPTION

FIXED TERM, FULL-TIME PRESCHOOL TEACHER AIDE

The full-time Preschool Teacher Aide will be responsible to the Head of Primary and will work under the leadership of the Head of Preschool.

GENERAL STATEMENT OF ACCOUNTABILITY

The Teacher Aide shall:

- act in a professional manner at all times
- uphold the standards and values of Samuel Marsden Collegiate School
- be energetic, enthusiastic and highly self-motivated
- work professionally and harmoniously with all staff, pupils and parents
- maintain positive communication with parents and guardians
- be considerate towards, supportive of, and willing to collaborate with all staff members
- demonstrate a strong commitment to personal and professional development
- encourage and respect each child's uniqueness and their efforts
- communicate positively with children at all times
- be responsible to the Head Teacher while working in the Preschool
- read, understand and comply with the Health & Safety policies and relevant procedures
- support classroom programmes in conjunction with a trained teacher during staff breaks and release times (e.g. active supervision inside and outside the classroom, participating in specialist teaching activities such as dancing, singing, and learning alongside students)
- assist with light cleaning requirements after kai time and at end of the day.

Key clarifications:

- When there is a relieving teacher, the person responsible will be the relieving Early Childhood-trained teacher, not the Teacher Aide.
- The Teacher Aide is not expected to plan programmes or lead mat times.

The position involves a range of duties requiring knowledge, skills, and experience to support the delivery of teaching programmes. The role includes working with students individually and in small groups to enhance their learning, while contributing to a positive, engaging, and inclusive learning environment.