



**POSITION DESCRIPTION**  
**PART TIME PRESCHOOL TEACHER AIDE**

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

**GENERAL STATEMENT OF ACCOUNTABILITY**

The teacher's aide shall

- Act in a professional manner at all times.
- Uphold the standards of the 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 work with, all staff members.
- Be keen to develop both personally and professionally.
- Encourage and respect each child's uniqueness and their efforts.
- Communicate positively with children at all times.
- Be responsible to the Head Teacher while in the Preschool.
- Read the Health & Safety policies and follow relevant procedures.
- When there is a relieving teacher the person responsible will be the relieving Early Childhood trained teacher, not the Teacher Aide.
- The Teacher Aide's role is supporting classroom programmes in conjunction with a trained teacher when staff are on break and release times. For example, active supervision inside and outside the classroom, participating in specialist teaching activities- dancing, singing, and learning alongside students.
- There will also be some cleaning requirements after kai time and at end of day.
- The Teacher aide is not expected to plan programmes or take mat times.

The position involves a range of duties for which knowledge, skills and experience are required including support and contribution to teaching programmes delivery, and working with students either individually or in groups to assist their learning.