



AVONDALE
COLLEGE

Avondale College Position Description February 2024

Name	
Title	Teacher Aide – Learning Hub (Fixed Term/Part Time/Term Time)
Department	Learning Development
Reporting To	Director of Learning Development, Business Manager
Functional Relationships	Head of Department, Teachers, Students

Key Result Areas	Expected Outcomes
Development	<ul style="list-style-type: none"> • Responsible for developing students’ literacy skills, through planning, preparing resources, teaching and giving feedback to: <ul style="list-style-type: none"> ○ groups of students withdrawn from mainstream classes; ○ individual students chosen for particular literacy or learning needs. • To support and assist a teacher delivering the curriculum to a mainstream class. • To assist as reader-writer for exams as required.
Planning	<ul style="list-style-type: none"> • To contribute to the development of resources and procedures in the Learning Development Department.
Administration	<ul style="list-style-type: none"> • To maintain records and report on student progress using the departmental system. • To operate as part of the Learning Development Department team.
Other tasks	<ul style="list-style-type: none"> • Complete other task/project related goals and objectives as delegated by Manager.

Name:

Signed:..... Employee Date:_____

Name:

Signed:..... Manager Date:_____