

Prem Junior School Shadow Teacher Job Description

The Role

The shadow teacher's role is to contribute to the progress made by the student in their learning at Prem by providing social and academic support to the student and their teachers. The shadow teacher reports to the student's parents and to the Student Support Team as well as the learning support teacher who is the case manager of the student.

The goal of the shadow teacher is to provide additional support to promote independence in the student, providing opportunities for the student to build self-management and self-confidence. They will assist with the student's development of academic skills and social skills, facilitating interactions in the classroom to establish and maintain successful relationships and engagement with learning.

The shadow teacher will be expected to maintain positive interactions with the student, their peers and teachers, in accordance with Prem policy and procedures. They will respond with flexibility and adaptability to circumstances within and outside of the classroom environment.

Key Responsibilities

Support for teaching and learning

- Support and reinforce instructions.
- Help the student practice their skills.
- Monitor safety, for example with hands-on projects in the classroom and actively prevent unsafe situations.
- Support social interactions, for example by encouraging the student to join a class discussion or a group work.
- Work with the student on a one to one or group basis according to the lesson plan; adapt strategies and materials accordingly to the needs of the student.
- Motivate and encourage the student in his/her learning, using strategies to build self-esteem and organisational skills.
- Help the lead teacher develop and plan alternative learning engagements.

General tasks related to support

- Collect data on the student's academic and social progress and maintain documentation pertaining to this, to report to the Case Manager and Classroom Teacher.

- Alert Classroom Teacher to any problems or social information about the child
- Adhere to Prem policies and procedures in regard to the care of the student and in conducting themselves on campus.
- Work with the Classroom Teacher daily to facilitate the student's social learning in the classroom and on the playground, supporting the behaviour management policies of Prem.
- Monitor safety, both during classroom time and during breaks (including lunchtime).
- Adhere to the Student Support Team, Case Manager, and Classroom Teacher's recommendations.
- Maintain discretion and confidentiality of the child and family information at all times.
- Attend team meetings with teachers and caregivers.

Preferences

- Candidates with prior experience working in schools with academic curriculum taught at relevant grade levels/ability levels.
- Candidates with prior experience working with children with special needs would be preferred.
- Candidates possessing a degree in education or psychology would be given priority.