



POSITION DESCRIPTION

1. POSITION DETAILS

Position Title:	Teacher Aide
Location:	The Lakes College
Classification:	Support Staff
Status:	Permanent and Contract
Reports to:	Head of Department Learning Enhancement

2. SCOPE AND AUTHORITY

The Lakes College is a co-educational Christian school which fosters the strong traditions of quality education provided in Uniting Church schools. The College seeks to produce graduates who are courageous, respectful and compassionate people of influence. The College develops in students an enthusiasm for learning and provides a strong focus on academic achievement across the disciplines. Student's personal development is nurtured through a pastoral care program and opportunities for spiritual development with a Christian focus designed to develop confidence, resilience, character and a positive attitude to life.

The Principal is responsible to the Board for the direction and management of The Lakes College. Ultimately the responsibility for the leadership and management of the College rests with the Principal.

The teacher aide is appointed by and acts under the direction of the Principal and will be required to perform additional duties as determined by the Principal. He or she will also work alongside and liaise with teaching and administrative staff in the College. Compliance with Workplace Health and Safety directives is a requirement in this position.

3. POSITION SUMMARY

Responsible to the Head of Department Learning Enhancement the teacher aide contributes to the College's aims and philosophy of developing and delivering a contemporary, innovative curriculum which is underpinned by clear expectations about high quality learning outcomes and standards to be achieved and which is appropriate to a modern, technological and culturally diverse society. The teacher aide nurtures self-esteem, encourages self-reflection and develops compassion, respect, and tolerance as part of a Christian foundation on which children may build their lives in a school environment that values education within a sustaining and life giving Christian community. This significantly underpins the daily work of the school and the development of the curriculum.

4. KEY RESPONSIBILITIES

(i) **Teacher and Classroom Support**

- Assisting teachers with classroom and activity preparation and setup
- Assisting teachers and students with sporting activities and school excursions
- Provide assistance to students during practical lessons
- Have an awareness of the biblical story and the various Christian denominations, in particular the Uniting Church, and be willing to share your own experience of your personal faith formation within the College community
- Assisting with the management, stocktaking and replenishment of equipment and resources
- Liaise with suppliers and raise purchase orders
- Maintaining anecdotal records on students for use in reviewing student's development
- Launder classroom paraphernalia eg. smocks, aprons, etc
- Maintain "due date" registers
- Maintaining student work folios
- Clerical assistance duties including typing teachers' notes and work programs, duplicating and photocopying teaching materials, collation and duplication of exam papers, recording of examination results, compiling students results records, assisting in organising off site activities etc
- Assisting in the supervision of education activities, under the direction of a teacher
- Assisting in preparing, storing, making available and clearing away teaching equipment and materials
- Assisting teaching staff with playground supervision
- Collecting money from students for various school activities as required
- Contributing to the welfare, health and safety of students including the delivery of first aid
- Assist students with special needs, this may in certain circumstances extend to moving disabled pupils, assisting with positioning, assisting with meals, toileting and dressing of pupils unable to care for themselves
- Listening to students' reading
- Reading aloud and storytelling
- Specific Literacy and Numeracy duties may include:
 - support for teachers in providing learning materials for students at risk
 - working with small groups as well as individual students
 - use of computers when working with students.

(ii) **Customer Service**

- Provide the highest level of service to all members of the College including parents, students and staff
- Positively promote the College both internally and externally at all times
- Maintain confidentiality and handle sensitive matters diplomatically and discretely
- Promote the College's image positively on all occasions.

(iii) **Statutory compliance**

- Ensure functions adhere to all statutory compliance requirements
- Keep up to date with relevant regulations and ensure that policies and procedures adhere to the relevant regulations
- Develop various professional resources and contacts to gain knowledge of changes in various regulations and legislation.

(iv) Duty of Care

- Contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and practices.

(v) Teamwork and Communication

- Demonstrate a willingness to work positively within a team as well as having the ability to work independently
- Demonstrate and practice a high level of written, verbal and non-verbal communication skills
- Attend meetings as required
- Recommend improvements in processes, as appropriate to the Head of Department Learning Enhancement.

5. PERSONAL CHARACTERISTICS

- Supportive of the Uniting Church Christian ethos within the College
- Demonstrates an ability to work to demanding deadlines and to adapt and operate effectively in a dynamic business environment
- Operates effectively in a team environment
- Possesses a systematic approach to work
- Possesses the interpersonal skills appropriate to interviewing and consulting with parents
- Displays enthusiasm and initiative – has a high achievement drive and acts in a self-directed way
- Is diplomatic and tactful and able to maintain confidentiality and monitor level of disclosure on sensitive matters
- Displaying respect and empathy for students with high level needs
- Displaying confidentiality, tact and reliability to students and their families

6. SELECTION CRITERIA AND COMPETENCIES

Ideal candidates will possess the following competencies, skills, qualifications and experience:

- Ability to implement effective behaviour management strategies to support teachers in providing an optimal learning environment.
- High level interpersonal and communication skills
- Ability to build positive and co-operative relationships with students, peers, parents and colleagues.
- Ability to work effectively in teams.
- Well-organised, with the ability to meet deadlines.
- Hold a current Working with Children Suitability Card (Blue Card)
- Hold a current nationally recognised Senior First Aid Certificate including CPR