Position: Teacher’s Aide

Conditions: 1 day per week from 9.00am to 3.30pm

Classification: School Officer Grade B – Curriculum Stream

Employment Mode: Part-time, Term-time contract position for Semester 2, 2014

PRIMARY ROLE PURPOSE

To work under the direction of the Learning Enhancement Coordinator. The Teacher’s Aide will support the Enhanced Centre staff to maximise learning outcomes for students who need significant adjustments and interventions to their learning program. The role will include some administration duties. The Teacher Aide is responsible to the Principal, via the Learning Enhancement Coordinator.

This position will be based in, and operate out of the Enhanced Learning Centre.

ESSENTIAL SKILLS, BEHAVIOURS AND ABILITIES

The Teacher’s Aide will:

- work as a member of a team;
- relate effectively to adolescents;
- work independently when required;
- have the ability to maintain a flexible attitude to daily work flow;
- have the capacity to make appropriate judgments to ensure student safety and welfare;
- have ICT competencies conducive to supporting students with significant learning disorders;
- be willing to learn and adapt to the complex nature of the variety of learning and physical disabilities encountered;
- be willing to assist with filing, photocopying and other administrative duties.

ONGOING DUTIES AND RESPONSIBILITIES

The Teacher’s Aide will primarily focus on the following duties and responsibilities:

- In consultation with the Learning Enhancement Coordinator and the Middle School Learning Enhancement Coordinator, contribute to the delivery of Individual Learning Programs for students with learning disorders.
- Document interactions with students, parents and teachers where necessary.
- May be invited to attend Staff Meetings.
Can be expected to attend a range of school activities including Sports Days, Camps, Chapel, Incursions and Excursions when needed.

Undertake other appropriate duties as may be assigned by the Learning Enhancement Coordinators which promote the cohesive professional flow of information such as:

- Complete clerical tasks such as filing and photocopying
- Organisation of resources
- Digital filing systems
- The ELC Intranet site
- Assist in the preparation of resources

Under the supervision and support of the Learning Enhancement Coordinators and individual classroom teachers, the Teacher’s Aide will:

- Work with students individually or in small groups on activities planned by the teaching team under the supervision of the class teacher. This may include note-taking, scribing, clarifying teacher instructions, editing, organisation of student’s learning materials and general supervision.
- Assist the students to comply with teacher instruction.
- Observe the students and draw attention of the teacher to the students when necessary.
- Prepare equipment and materials specific to the student and classroom needs in accordance with class teacher directions.
- Provide assistance during class activities, as required, to ensure maximum participation in programs.
- Consult with the Learning Enhancement Coordinators.
- Work collaboratively with Learning Enhancement Coordinators to create a weekly part time, timetable that is compatible with the school’s intervention requirements for individual students. This will also include the time management of student free days.
- Report on students’ progress and difficulties during ELC meetings.
- Liaise with the class teacher for relevant duties.
- Respect and understand the need for confidentiality.
- Develop an effective, positive relationship with all students in the class.
- Attend professional activities as negotiated with the Learning Enhancement Coordinator and Professional Development Coordinator.
- Develop a close working relationship with the ELC team.
- Stimulate and encourage a student’s independence and self-worth.
- Observe school rules, procedures, practices and safety aspects, treating all students and staff with respect.
- Attend Program Support Groups when required.
- Provide appropriate support for students with a physical disability.
KEY RELATIONSHIPS

Professional and productive relationships are required to exist with the:

- Learning Enhancement Coordinator
- Middle School Learning Enhancement Coordinator
- Teachers
- House Coordinators/Assistant House Coordinators
- Year level Coordinators
- Deputy Principal
- Principal
- Students

OTHER INFORMATION

Experience, Qualifications and Special Conditions:

1. The Teacher’s Aide should be familiar with the duties and responsibilities of the role, with prior experience in a classroom setting.
2. A Certificate or Diploma in Education Support would be highly regarded.
3. Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers, external agencies and support structures.
4. Demonstrated experience working within a school environment would be advantageous.
5. A successfully completed Working with Children Check.

Confirmation of documentation:

_______________________________________________  ____ / ____ / ____
Principal  (Signature)

_______________________________________________  ____ / ____ / ____
Teacher’s Aide  (Signature)