

Teaching Assistant – Junior School

Position Description

Role Summary

The Teaching Assistant – Junior School contributes to the collaborative efforts of the Junior Primary team, fostering positive and effective learning environments that challenge and engage young learners. Working under the direction of teachers and in consultation with the Director of Junior Primary, the Teaching Assistant plays a key role in supporting teaching staff by assisting their delivery of learning activities and curriculum and providing practical classroom support. This includes completing routine administrative tasks, assisting with the presentation of the learning environment and organisation of teaching and learning materials.

While primarily assigned to a specific year level (ie: Prep), the Teaching Assistant may work across classes in the Junior Primary team, as needs require.

This role requires initiative, adaptability, patience, time management and excellent communication skills to work with students, teachers and operational staff across the Junior School.

Responsibilities

Responsibilities include, but are not limited to:

- Support individual and small groups of students in learning programs and activities, as directed by the teacher
- Assist teachers to support boys to understand and develop appropriate classroom behaviour standards
- Assist teachers with assessments and testing, including the marking of some work completed in class or at home
- Support teachers to provide a welcoming and inclusive environment for students and families
- Support teachers with set up, delivery and pack up of learning activities
- Prepare and manage resources for learning activities, including photocopying, laminating, sorting and classroom displays
- Assist boys with any physical or mobility needs
- Assist teachers to manage boys during range of activities, including excursions, incursions, swimming lessons (incl. changing) and other special school occasions/events
- Attend specialist lessons to assist students, as directed by the teacher
- Contribute and collaborate with Year level and Junior Primary teams
- Complete the daily running sheet, advising staff of absences and classes to be covered and any room changes
- Allocate rooms for SAC sessions

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services • Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

OH&S Responsibilities

All staff are also required to:

- Take reasonable care for their own safety;
- Take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- Cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- Report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work
- Attend and participate in any OH & S training or in-service seminars arranged by the School
- Engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Certificate III/IV in Education Support and/or previous work experience in primary school environment (desired not essential)
- Demonstrated skills and interest working with young students
- Understanding of the academic, social, emotional and physical issues in providing support and care to young people
- Well-developed organisational, time management and administrative skills
- Demonstrated initiative, motivation and active planning skills
- Relevant tertiary qualifications and experience
- Relevant qualifications and/or training in child safety and wellbeing

- Current Employee Working with Children check or VIT

Reporting To

Vice Principal - Junior School
Director of Junior Primary

Other Information

Working hours for this role are 8.00am and 1.00pm, Monday – Friday, term time only.