Junior School Teacher's Assistant

Purpose and Outline of Role

The Junior School Teacher's Assistant primarily supports the Learning Enhancement Team; however, they will also assist other classroom teachers across all Key Learning Areas (KLAs). The role focuses on supporting students to actively participate in educational activities and reach their learning outcomes.

The Junior School Teacher's Assistant is expected to work collaboratively with teaching staff to help foster positive learning environments for all students. They play an important role in supporting student wellbeing, assisting with daily operations, and contributing to the cocurricular life of the School.

Reporting Relationships

The Junior School Teacher's Assistant is responsible ultimately to the Principal and reports directly to the Director of Learning Enhancement (K-12) and may be required to take instruction from the Head of Junior School. They will work closely with the Learning Enhancement Teachers, Director of Curriculum (K-6) and other classroom and specialist teachers.

Employment Basis

This is a permanent, part-time position for 35 hours per week commencing Thursday, 21 January 2027. The hours for this role are Monday to Friday, 8:00am to 3:30pm, during term-time only, including staff days.

Key Responsibilities

The following list outlines the key responsibilities associated with this role. The Principal (or delegate) may assign additional duties as required.

Expectations

- Work under the direct instruction of the classroom teacher.
- Provide support in a variety of ways, including in class support, small group instruction or individual assistance.
- Deliver scripted intervention programs to small groups of students.
- Assist and participate in activities that improve the physical, social, emotional and intellectual development of students.
- Assist in supporting students with additional needs with their academic studies, personal care and social skills.
- Follow guidelines as set out in individual student plans.
- Assist students during recess and lunchtime where necessary, supervising eating and play time and supporting social skills in the playground.
- Assist with administrative tasks.
- Manage challenging student behaviour and address discipline issues promptly, fairly and respectfully.

- Ensure students' wellbeing and safety, complying with school and regulatory requirements.
- Promote safe, responsible and ethical use of technology.
- Set and sustain high expectations.
- Provide timely and effective feedback.
- Contribute to the School's culture of ongoing reflection and professional learning.
- Establish and maintain respectful and collaborative relationships with all stakeholders.
- Be aware of the privacy act and the appropriate handling and disclosure of confidential information.

Additional Responsibilities

- Assist class teachers with illness and bathroom accidents.
- May be required to supervise children waiting for After School Care or Gym & Dance classes.
- May be required to distribute lunches from Flexi Schools, make lunches for girls with no lunch and record.
- Complete all additional duties, including but not restricted to playground and relief duties.
- Be involved in the cocurricular life of the School.
- Carry out any additional duties as directed by the Principal or Head of Junior School.

Key Competencies

- Certificate III – Education Support (or equivalent).
- First Aid Certificate.
- Commitment to educational excellence and to upholding the ethos and ideals of Queenwood.

Personal Attributes

- Excellent written and oral communication skills.
- High level organisational, planning and initiative.
- Strong interpersonal skills and a flexible 'can do' approach.
- High standard of professionalism and personal conduct consistent with the values and standards of Queenwood.
- A demonstrated capacity to evaluate and critically reflect upon one's own professional practice.
- Ability and willingness to contribute positively to the wider life of the School.

Work, Health and Safety

The School is committed to providing a healthy and safe workplace for everyone. All staff have a responsibility to take reasonable care for their own safety and that of everyone else at school or involved in school activities. As such, you must comply with reasonable Workplace Health and Safety instructions, policies and procedures, including the provision of care to students within the scope of your role. You will also participate in school safety, such as by completing risk assessments, addressing hazards and reporting safety incidents.

Concluding Remarks

This position description gives an indication of the scope and nature of work that an employee at this level may be expected to perform. However, the statement does not restrict the employer's right to require the employee to perform any task that is within the employee's competency and skill that is reasonable incidental to or associated with the position held.

Applications

Please email applications and/or send enquiries to: employment@queenwood.nsw.edu.au

Applications should include:

- Your WWC number
- Resume & cover letter addressing the criteria / position requirements
- Queenwood Non-Teaching Staff Application Form: Employment Non-Teaching Form
- Your email address
- Names and phone numbers of three confidential referees

The successful applicant must be legally permitted to work in Australia and hold a valid working with children clearance in NSW.

Applications will close **9am, Wednesday, 18 November 2026**. Please note that interviews may be scheduled at any time during the recruitment process. Queenwood reserves the right to close applications and/or withdraw the advertisement at any stage should a suitable candidate be identified.

Statement of Commitment to Child Safety and Wellbeing

Queenwood is dedicated to creating a safe and child-friendly environment for all children and young people in our care. We emphasise a zero-tolerance policy for child abuse and harm, prioritising the best interests of students and their safety. The School is fully committed to complying with child protection laws and regulations, and we aim to foster a child-safe culture. Every member of the school community is responsible for ensuring the wellbeing and safety of all students, with a focus on keeping students' safety paramount in all their actions and decisions.

Please note that as part of our recruitment process, all prospective candidates are subject to rigorous background, qualification and employment checks, including the verification of references.