

Junior School Teacher's Aide

Purpose and Outline of Role

The Junior School Teacher's Aide is required to assist classroom teachers across all KLAs. The role of the Teacher's Aide is to provide a wide range of support for students who need assistance to participate in educational activities and achieve their learning outcomes.

S/he is expected to work collaboratively in teams with teaching staff to assist in building positive learning environments for all students. The Junior School Teacher's Aide plays a role in student wellbeing, in the daily operations and the co-curricular life of the School.

Reporting Relationships

The Junior School Teacher's Aide is responsible ultimately to the Principal and reports directly to the Head of Junior School. S/he will work closely with the Head of Specialised Learning, all classroom and specialist teachers as well as with other staff in the areas of curriculum.

Employment Basis

This is a full-time, permanent appointment to commence as soon as possible.

Role Responsibilities

Expectations

- Work under the direct instruction of the classroom teacher
- Provide support in a variety of ways, including small group instruction or individual assistance
- Assist and participate in activities that improve the physical, social, emotional and intellectual development of students.
- Assist in supporting students with disabilities 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

- Be involved in school functions e.g. Parent Information Evenings and School events, as requested by the Principal or Head of Junior School
- Attend staff meetings and professional development days as required, both in and out of school hours
- Complete all duties, including but not restricted to playground and relief duties
- Be involved in the extra-curricular 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
- Experience working with children with additional learning needs
- Ability to work independently and to maintain a flexible attitude to daily work flow
- Willingness to learn

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
- Commitment to upholding Queenwood's values and ethos

Applications close Friday 5th March, 2021 at 5pm.

PLEASE NOTE THAT QUEENWOOD ONLY ACCEPTS ELECTRONIC APPLICATIONS

Applications should include:

- Application for Employment - see Queenwood website Employment page
- Resume & cover letter addressing the criteria / position requirement outlined in this role description
- Your email address
- Names and phone numbers of three confidential referees
- Applications that are not accompanied by the Queenwood Application for Employment form will not be considered.

Applications to be emailed to: employment@queenwood.nsw.edu.au