

## 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 cocurricular 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 permanent appointment commencing Monday 17 July 2023. This position is part time, 3 days per week, preferably Monday to Wednesday from 8:00am to 4:00pm during term time only (including staff days).

### 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 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**

- 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 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
- 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**

Closing Date for applications is **9am, Tuesday 13 June 2023**. Invitations to interview for this role may be extended prior to the closing date and Queenwood reserves the right to reduce the application period and/or remove the job advertisement early should a suitable applicant be found.

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

Please email applications and/or send enquiries to: [employment@queenwood.nsw.edu.au](mailto:employment@queenwood.nsw.edu.au)  
Applications not emailed to this address may not be considered.



Applications should include:

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

*Please note that Queenwood does not accept unsolicited applications from Recruitment Agencies. Should we require additional recruitment services, we will be sure to contact our preferred providers.*