



POSITION DESCRIPTION:

Teacher Aide - Learning Enhancement

Reports to:

Learning Enhancement Coordinator

Hours:

This is a 3 day a week role, 8am – 3.30pm during the school term.

This position will initially be offered on a contract until the end of the 2012 school year.

School Ethos

St Margaret's Anglican Girls School, a School of The Society of the Sacred Advent Schools Pty Ltd, is committed to providing quality educational opportunities for girls within the context of the Anglican Schools Ethos. This extends to providing care for students who live away from home to pursue their education.

- Reflect and nurture the vision of the School
- Demonstrate commitment to leadership through vision, service and example in an Anglican context
- Motivate and energise students by fostering quality relationships
- Maintain confidentiality and overt support for the School
- Consistently demonstrate professional competence and apply current knowledge and innovations in educational trends
- Consistently demonstrate commitment to the School's core values of faith, integrity, spirit, respect, courage and passion

Position Purpose

The Learning Enhancement Coordinator is responsible for developing, implementing and coordinating the Learning Support programs in the School in the context of a 'stage not age', and developmental and differentiated curriculum philosophy. In this way, the Teacher Aide – Learning Enhancement role is focused on assisting in the implementation of the Learning Support Program by providing in class

support of students under the direction of the class teacher as well as performing general support and administration duties.

The Teacher Aide – Learning Enhancement works closely with, and is accountable to the Learning Enhancement Coordinator on all matters within the scope of the role.

Other Information

All employees of St Margaret's School are required to:

- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the School reserves the right to modify the position to meet its operating needs
- assist and relieve in other positions from time to time.
- demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos
- undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.

Key Responsibilities

The duties of the Teacher Aide – Learning Support include:

1. Assisting the Learning Enhancement Coordinator in implementing the program across the Primary and Secondary Schools by:
 - Working directly with students in class to provide assistance in facilitating the learning for students with specific needs as allocated by the Learning Enhancement Coordinator
 - Facilitating small group support to students as allocated by the Learning Enhancement Coordinator
 - Building a rapport with students and staff involved in the Learning Enhancement Program as appropriate
 - Actively pursuing professional development opportunities in order to keep abreast of changes in education and enhance the outcomes for students in the Learning Support Program, within the scope of the role
 - Assisting in setting up activities for students as directed
 - Assisting with observations and assessments of students
 - Overseeing and participating in activities as required
 - Identifying potential hazards and ensuring any risks within the classroom and its surrounding area are minimised.

- Supporting students with a disability or learning difference.
 - Assisting students to learn social skills on an individual basis
 - Escorting students to, and sitting in on, specialist lessons and activities
 - Guiding student's behaviour and social development using appropriate strategies
 - Maintaining a safe, clean and visually appealing environment
 - Performing very basic first aid in emergencies, such as applying band-aids, and referring injuries to the Health Centre
 - Assisting in creating a stimulating, positive and developmentally appropriate environment to foster and support all facets of student development (physical, social, emotional, language, creative and cognitive)
2. Providing general and administrative support to the Learning Enhancement Coordinator by:
- Performing administrative duties such as taking telephone messages, typing and data entry, photocopying and filing as required
 - Assisting the Learning Enhancement Coordinator in tasks such as organising testing and submissions for students in the Education Adjustment Plan (EAP) process
 - Carrying out any other administrative duties as required in an accurate, efficient and timely manner
 - Reporting on student progress and daily observations
3. Providing a high quality service to internal and external members of the school community by:
- Ensuring that each enquiry is responded to and followed-up appropriately
 - Communicating relevant information to relief staff to ensure a consistent and integrated service
 - Maintaining and updating core skills required to perform all aspects of the position to the required level
 - Demonstrating a positive attitude towards school programs, policies and decisions at all times
 - Supporting and cooperating with other members of the School Support Services team to achieve shared goals
 - Fostering a culture of high quality service and a 'can do' approach to all tasks within the position function
 - Performing other administration support tasks as delegated

4. Demonstrating support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:
 - Ensuring their manner reflects the School's ethos and values
 - Reporting directly and immediately to the Principal on any matters relating to child protection
 - Ensuring records of communication are maintained and provided to other relevant staff members as required
 - Communicating effectively with all teaching staff, parents, students and all other staff
 - Playing an active role in supporting the cleanliness and safety of the school site
 - Encouraging cooperative parent contact and fostering positive community attitudes toward the School
 - Following safe working procedures developed for the School
 - Obtain and keep current a positive notice from the Commission for Children and Young People and Child Guardian ("Blue Card")
5. Other duties as may be required from time to time:
 - The Learning Enhancement Coordinator may direct other reasonable and relevant duties from time to time
 - The School reserves the right to modify the position to meet its operating needs

Selection Criteria

1. Completed or studying towards relevant Teacher Aide qualifications.
2. Experience working as a teacher aide or in a similar role is essential.
3. A sound level of skill in performing basic administrative and clerical duties. Specifically, this includes the ability to apply skills to effectively use the internet, email and relevant Microsoft programs such as Word and Excel
4. Possession of a high level of experience in supporting students in literacy and numeracy within the primary and /or secondary curriculum. Applicants must be competent in supporting students in English and Maths up to at least Year 10 standard
5. Express a genuine empathy for, and understanding of the academic and social developmental issues relevant to students involved in the Learning Enhancement Program, e.g. students with a disability, or students with high level learning needs
6. Ability to work autonomously and as a member of a team

7. Well-developed interpersonal communication skills. This includes the ability to create and maintain positive relationships based on respect and trust with students, parents, colleagues and the wider school community
8. Ability to demonstrate professionalism and discretion in relation to confidential school matters at all times
9. Willingness to support the School's core values and Anglican ethos

IT IS A CONDITION OF EMPLOYMENT THAT APPLICANTS MUST POSSESS OR BE ELIGIBLE FOR A POSITIVE NOTICE BLUE CARD FOR CHILD-RELATED EMPLOYMENT