



Teacher's Assistant - General

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	The Head of Learning Support and the Business Manager
Category	As per the Teaching Aide and Teacher Assistants Award
Tenure	Temporary for 12 months
Qualifications	Cert III or Cert IV in Education Support

PURPOSE OF THE POSITION

A St Mary MacKillop College Teacher's Assistant supports teachers whose role it is to encourage each student to discover and develop their interests and talents in order to become the best they can be. They specifically support all students in listening, reassuring, affirming, directing, explaining and maintaining attention to task and organisation in lessons. The role of the Teacher' Assistant is to give assistance to any student/s in the class as requested (by the student or teacher) and to provide additional support for students with special educational needs.

CORE RESPONSIBILITIES

- To give assistance to any student/s in the class as requested (by student or teacher).
- Withdraw students for 1:1 assistance or small group work as directed by teaching staff.
- Provide additional support for students with special educational needs.
- Prepare materials and resources as requested by the teacher.
- Monitor the learning activities of individuals and groups as requested by the teacher.
- Assist the classroom teacher and Head of Learning Support/Coordinator with monitoring, assessing and reporting on student outcomes in accordance with students Educational Plans.
- Engage in clear and open communication with the classroom teacher.
- Maintain a high standard of confidentiality regarding all aspects of College students, staff, procedures and practices.
- Organise and care for classroom equipment and materials.

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Teacher's Assistant - General continued

Student Learning:

- Assist with the preparation and maintenance of the learning environment as required under teacher direction in the delivery of planned teaching and learning programs.
- Work with individual and small group of students, under the direction of the teacher.
- Assist the teacher with the documentation such as anecdotal notes, portfolio, and tests so as to gather knowledge of the children's background such as academic abilities, interests, social-emotional.
- Assist in the arrival and departure of students travelling on buses when required
- Supervise students in the early childhood area, respecting the students' dignity during toileting, changing and bathing, and where necessary clean the soiled clothing ensuring the guidelines of the National Quality Standards are met.
- Assist the teachers in the students' health and safety such as: the general care, wellbeing and supervision of the students, perceiving risks and danger in the presence of children, and attending to student with minor injury and illness.
- Assist in the care, monitoring and supervision of out of class activities, which may include before and after school, recess and lunchtime periods, sports, excursions and camps.
- Attend meetings and /or professional development as required by the Principal or Heads of School.
- Other duties as directed by the Principal or Heads of School.

Additional Role Components:

All staff are required to:

- Actively contribute to the maintenance of the Catholic Ethos; through a manner of life and stated beliefs that are in keeping with the teachings of the Catholic Church.
- Ensure the underlying values of the College Mission are embedded within practice in the classroom.
- Take an active part in the co-curricular aspects of College life.
- Attend staff meetings, Parent Evenings and/or other College functions as the Principal may require.
- Undertake any other duties or responsibilities that may be assigned by the Principal.

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St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Teacher's Assistant - General continued

Work, Health and Safety

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure an understanding and compliance of the College OHS policy.
- Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment.
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Proper use of any personal protective clothing or equipment supplied to you.
- Not misusing or damaging any equipment you use.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct

You are responsible for ensuring you act within the framework of the College's Code of Conduct.