



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Teacher's Assistant - Special Needs

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 IV in Education Support

PURPOSE OF THE POSITION

A St Mary MacKillop College Teacher's Assistant - Special Needs 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 provide appropriate support to staff, students and families of all students, particularly those with additional needs to participate in all aspects of College life with compassion, dignity and equality.

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 - Special Needs continued

Student Learning:

Under the direction of the Heads of School and Head of Learning Support the Teacher Assistant (Special Needs) will assist in the planning and provision of all additional services for special needs students within the college to:

- Provide input into the planning and implementation of individual education programs (the Teacher Assistant does not write adjustment plans and education plans unless under the direction/supervision of Learning Support Coordinator/Heads of School).
- Compile, collate and type up adapted program material as requested by the classroom teacher or Learning Support Coordinator/Heads of School.
- Provide specialised timetables for students.
- Photocopy materials for staff or students to enable students with special educational needs to be included in all curriculum activities 'on the same basis' as their peers or as outlined in an Individual Education Plan.
- Make teaching aids to assist in the daily functioning within the classroom.
- To assist in the implementation of special programs e.g., speech therapy, mobility programs, specific curriculum programs, life skills programs, etc.
- To supervise test and examinations (in keeping with WACE Special Examination Provisions and classroom teacher requests).
- Update the Head of Learning Support Coordinator/Heads of School and class teachers of changes in routine, circumstance and provisions for students with special needs as appropriate.
- Accompany students with special educational needs to activities external to the college when parents' permission has been granted e.g. for work experience and excursions.
- Assist with transitional activities from primary to secondary and within year groups
- To attend CAP/IEP meetings with parents as requested by Learning Support Coordinator or Heads of School.
- Supervise Special Needs students at lunchtimes, in consultation with the College Business Manager, Head of Learning Support/Coordinator/Heads of School.
- Other duties as requested by Head of Learning Support/ Coordinator.

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Teacher's Assistant - Special Needs continued

Assisting Students with Physical Impairments or High Need Personal Care Requirements:

When assisting students with physical impairments the Teacher Assistant (Special Needs) will:

- Supervise the toileting and feeding of students with special needs as necessary.
- Assist in lifting transferring and positioning students with appropriate manual handling training and equipment e.g. hoists, as per occupational therapist recommendations, and within the occupational health and safety guidelines and policies of the college.
- Assist with personal-care of students according to the Teacher Assistant's level of training or expertise.

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.

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.