



**QUALIFICATIONS** Certificate in Education Support preferred.

**MAJOR FUNCTIONS** Under direction/supervision

- Work in partnership with Leader of Inclusive Education to aid student progress and learning outcomes
- Assist in the efficient running of Learning Support
- Assist individual students
- Prepare student resources for SLI, ASD, ID & LD

### **STATEMENT OF RESPONSIBILITY**

**Learning Support - Teacher Aide** appointed to this position is required to demonstrate competency involving the application of knowledge and skills to a range of tasks and roles.

There is a defined range of contexts where the choice of action required is clear, where the choice is of limited complexity. Limited discretion and judgement about possible actions is involved.

Work is performed under direct and or routine supervision depending on function. Work is intermittently checked and may involve detailed instructions in some situations. Work may take the form of general guidance where working in teams is involved.

**Learning Support - Teacher Aide** will have no supervisory duties, however an experienced employee may assist others by providing peer support in the completion of routine tasks.

The role supports the Mission Statement of St Mary's College as a faith community of students, parents, staff and parish, committed to living their daily lives according to Christian values, where each student is nurtured to aspire to reach his or her own potential through sound spiritual, intellectual, emotional, creative, physical, social and moral guidance.

### **TYPICAL DUTIES/SKILLS**

These duties are not every day duties but will vary from time to time depending on priorities:

1. Assist student learning, either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved. This may include
  - ◆ Assisting with individual (particularly those verifications) or group learning
  - ◆ Supporting students by listening, reassuring, directing, explaining and keeping children on task
  - ◆ Providing input into Curriculum Access Planning.
  - ◆ Supporting identified students within and outside school, under the supervision of a teacher, in a variety of school activities eg. Sports days, mass, school camps
2. Under direct supervision of the Leader of Inclusive Education prepare and clear away materials for display/use in the classroom.
  - ◆ Consult on a regular basis with support personnel for monitoring and direction of individual programs, and any other issues arising from performance of duties
3. Assist with class activities including organising students, equipment and materials under the supervision of the teacher.

4. Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs. This may include
- ◆ Assisting the teacher with the implementation of classroom preparation of resources for student

#### **SKILLS AND ABILITIES:**

- ◆ Self-motivated
- ◆ Able to work independently and as part of a team
- ◆ Word Processing skills – Digital Technology
- ◆ Very good communication and interpersonal skills
- ◆ Maths/English skills
- ◆ Organisation skills
- ◆ Time management
- ◆ Relates well to school children and teachers

#### **TRAINING – SKILL DEVELOPMENT**

- ◆ Complete relevant training days and attend staff development days as required

#### **KNOWLEDGE:**

- ◆ Classroom procedures

#### **EXPERIENCE:**

- ◆ No experience is required

#### **LIMITS OF RESPONSIBILITY**

The **Learning Support - Teacher Aide** is responsible to and reports on all aspects of the role to the Leader of Inclusive Education and the Principal.

#### **HOURS OF WORK**

To be negotiated on a yearly basis and is dependent on learning support needs.

#### **REPORTING AND OTHER RELATIONSHIPS:**

The **Learning Support - Teacher Aide** is responsible to and reports to the Leader of Inclusive Education. Because of the structures already in place within the College, significant relationships will also exist with other members of the Administration Team, other staff members, parents, students and staff of Brisbane Catholic Education.

#### **WORKING WITH CHILDREN LEGISLATION:**

This position involves working with children. The appointment of a successful applicant will be subject to satisfactory employment screening for child related employment in accordance with the law.

#### **CLASSIFICATION**

As per School Officer award Level 2