



JOB DESCRIPTION & PERSON SPECIFICATION

College Department	Classroom Support
Position:	Teacher's Aide
Position Classification:	Lutheran Schools Officer Grade 2
Tenure:	As per Employment Agreement

COLLEGE PURPOSE

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

ACKNOWLEDGEMENT OF COUNTRY

St Martins Lutheran College acknowledges that the school is built on the Traditional Land of the Boandik people. We pay our respects to Elders, past, present and emerging. We recognise and respect their cultural heritage, beliefs, and relationship with the Land.

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Teacher's Aide is accountable for the effective delivery of quality educational support for students to enable enhanced learning outcomes. The role provides support to teachers in the delivery of educational programs and activities and interventions for students.

The role of Teacher's Aide will require some administrative duties, including undertaking word processing, photocopying, filing, preparing resources and other general administrative tasks.

2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Teacher's Aide reports to the Head of Junior School Wellbeing through the Classroom Teacher. The role requires daily contact with parents / carers of students, staff and students.

All staff members are ultimately responsible and answerable to the College Principal.

3. Special Requirements

The Teacher's Aide is employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement.

A 12-week probation period will apply to permanent employee contracts.

4. Extent of Authority

The Teacher's Aide works under the direction of the Classroom Teacher.

The Teacher's Aide will abide by College policies and procedures and perform all reasonable duties as requested by the Senior Management Team.

JOB DESCRIPTION

5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Teacher's Aide encompasses activities within the following Key Result Areas (KRAs):

Student Support

First Aid & Health Services

Other KRA

The responsibilities of the Teacher's Aide in each KRA include:

Student Support

- Provide support to teachers in the delivery of educational programs to students.
- Assist student learning on an individual or group basis, including providing more individualised approaches and intervention strategies.
- Assist with the collection, preparation and distribution of learning materials and teaching resources.
- Provide emotional support to students as required and assist teachers with student behaviour management.
- Assist students on excursions and special events.
- Participate in the monitoring, evaluation and reporting of student learning and programs.
- Communicate to teachers any difficulties, concerns and successes experienced by students or parental concerns.

First Aid & Health Services

- Provide assessment of a medical condition within the capabilities of training and qualifications and be able to administer first aid assistance accordingly.
- Have knowledge and a clear understanding of emergency procedures, College policies and the legal requirements associated with providing a safe environment for students and staff, and be able to implement strategies to meet requirements.
- Document any incidents relating to child welfare and safety.

Other KRA

- Attending staff professional development programs as required.
- Any other tasks as reasonably directed and commensurate with grade and experience.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- South Australian Working with Children Check for paid employment
 - Qualifications in First Aid
 - Approved Mandatory Notification training (this can be organised by the College)
 - Valuing safe communities (this will be organised by the College)
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2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Teacher's Aide must reflect the professional management of all aspects of student support and care including the handling of sensitive files and data. These encompass the following:

Skills

- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines.
- Well-developed communication skills, especially working with younger students.
- Demonstrated high-level literacy, numeracy and ICT skills.
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature.

Ability to

- Work with, communicate effectively and relate to students.
- Work cohesively in a team environment as well as working autonomously where required.
- Use diplomacy, discretion and tact as required in a professional work environment.
- Operate with the strictest of confidence.
- Provide positive, enthusiastic support to staff, students, parents and members of organisations associated with the College.

Aptitude

- A personal commitment to the College's Purpose, Values, Vision and Mission that underpins the delivery of a Christian based education to students in the College community is essential.
 - Have an interest in supporting others and providing exceptional levels of service to students.
 - Have a natural affinity with people and developing successful relationships.
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3. Experience

- Experience in working with younger students is desirable.
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4. Knowledge

- Basic understanding of the Classroom Support field.
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5. Work Health and Safety

- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents
- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace

6. Classification Level

The position of Teacher's Aide carries a Classification Level of Lutheran Schools Curriculum Officer Grade 2. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

7. Performance Standards & Review

A Performance Development Plan is undertaken with the Head of Junior School Wellbeing to determine capacity to meet the demands of the role; where additional skills training is required and what level of job satisfaction is being obtained.

APPROVAL

Job Description & Person Specification Approved

Alan Connah

(Print Name)



(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: