



## Lutheran Ormeau Rivers District School

### Teacher Assistant

### Position Description

#### **JOB TITLE**

Teacher Assistant

#### **ORGANISATIONAL RELATIONSHIP**

**Reporting To:** P-6 Junior School Co-ordinator, Learning Enhancement Teacher and Class Teacher

**Accountable To:** Class Teacher and the Principal

**Supervisory Responsibilities:** Assisting students in classes and on playground duty

#### **POSITION OBJECTIVES**

The Teacher Assistant assists teachers by preparing and cleaning up materials and equipment, setting up classroom displays, providing administrative support and working with individuals and small groups of students under the direction of the teacher (both Learning Support and Class), offering support both in and outside the classroom.

#### **MISSION FOCUS**

The Teacher Assistant will promote the mission of the School by:

- Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of LORDS;
  - Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships;
  - Promoting educational excellence in all aspects of school life (curricular and co-curricular);
  - Personally modelling the attributes of the LORDS Learner Profile;
  - Maintaining harmonious relationships and resolving conflict through following the School's Round Table Policy/Restorative Practices.
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## **SPECIFIC REQUIREMENTS OF THE ROLE**

### **A. Skills**

1. Proven ability to work under limited supervision, meet deadlines, set priorities, be well-organised and able to work under pressure;
2. Proven effective interpersonal and communication skills enabling effective and efficient liaison with members of the school community – staff, students and parents;
3. Demonstrated ability to work in a team, in close cooperation with the other members supporting individual student needs;
4. Ability to listen to, relate to and understand children and respond appropriately;
5. Ability to offer suggestions relevant to the role;
6. Display flexibility in adapting to changing routines and teaching/learning situations;
7. Demonstrate professionalism and confidentiality appropriately.

### **B. Knowledge**

8. General IT knowledge;
9. Good literacy and numeracy skills;
10. Use of school equipment.

### **C. Experience / Qualifications**

11. Certificate III in Children's Services or other relevant qualification or equivalent experience;
12. Senior Certificate in First Aid;
13. Current Suitability Notice (Commission for Children and Young People);
14. Demonstrated ability to work with young children / adolescents;
15. Demonstrated competence and confidence in using a personal computer and Microsoft Office software programs.
16. Experience in the use of equipment – photocopiers, scanners, laptops and other relevant equipment.

### **D. Key Responsibilities**

- Assisting teachers as needed during and after class time, including planning lessons;
- Preparation of materials and equipment used in the daily program in consultation with the teacher/coordinator;
- Setting up and putting away classroom displays, charts, activities, equipment, as required;
- Assist in physical education activities, as required;
- Perform yard duty;
- Typing of circulars and documentation, evidence and portfolios of children's work;
- Complete basic clerical tasks such as photocopying, filing, and ordering;
- Assist in compiling children's work;
- Directing whole or small group activities, interacting with, guiding, leading and stimulating children
- Supporting students in their exploration of environments and creative expression;
- Reinforcement of concepts experienced in the classroom;
- Housekeeping duties, eg dishes, preparing, food, cleaning, etc;
- Other duties as directed.

### **E. Protocols**

- A Teacher Assistant can be directed to supervise an individual student, or a small group as part of the teaching / learning program, away from the classroom (eg a withdrawal room of the classroom), but in close proximity to a teaching member of staff. At all times avoid withdrawal areas with no visual contact to other student activities.
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- The development and oversight of any teaching/learning programs is the responsibility of the class or specialist teacher, but input from the Teacher Assistant can be sought. A Teacher Assistant will not be required to develop a support program independently of the class teacher.
- Supervision of the whole class should normally only be required in an emergency situation, and always in close proximity to another teaching staff member. Where agreed to by the Teacher Assistant, a clearly set-out and pre-planned program outlining the role must be provided. There will be no expectation to 'teach' a class;
- The Teacher Assistant would not normally be called on to assess student progress;
- The Teacher Assistant is not normally required to be the only member of staff on a bus or at a venue where students are present and no teaching staff member is available as a reference point;
- All information about a students' progress and learning condition is to be treated on a strictly confidential basis, and only reported as required by the class teacher;
- Maintain appropriate professional contact with students at all times;
- Any concerns about student welfare (at home or school), inappropriate behaviour of any staff members or parents that may be observed in the course of working in classrooms, must be reported to the class teacher;
- The Teacher Assistant must be provided with support through in-servicing of their role in supporting learning groups.

## **CLASSIFICATION/ WORKING CONDITIONS**

- The Teacher Assistant is a Level 3 School Officer position governed by the Queensland Lutheran Schools Single Enterprise Agreement 2013. The salary for a level 3 School Officer is as contained in Schedule 3 of that Agreement. School holiday work may be determined by negotiation with the Principal and classroom teacher.
- If you are required to attend additional duties outside of normal working hours the School's time-in-lieu policy will be followed.
- The Teacher Assistant's duties may, at times, extend beyond the regular year level allocated (eg to sports lessons).

## **OTHER REQUIREMENTS**

All members of staff at LORDS are expected to:

- Convey to the public a positive image of the School.
  - Abide by the code of conduct explained in the School's Child Protection and Sexual Abuse policies.
  - Maintain an understanding of, and take responsibility for, the oversight of the Workplace Health and Safety Standards of the School, in consultation with the School's Workplace Health and Safety Officer.
  - Participate in staff training and development activities to assist in the achievement of individual/work goals.
  - Abide by the School's Privacy Policy.
  - Abide by the non-smoking policy of the School.
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