



Position Description

Position Title	Teaching Assistant (TA)
Location	Mosman Prep, Mosman
Employment Terms	Term 2 (only) 8:15am-1:00pm
Commencement	Term 2, 2026 - Monday 20 April
Classification/Grade/Band	Teaching Assistant
Reporting Relationships	Reporting directly to Deputy of Learning and Innovation
Fundamental Purpose of the position	Implement rigorous, engaging and relevant educational programs in a supportive learning environment, as directed by the Classroom Teacher.

THE ROLE – Teaching Assistant

Teaching Assistants will demonstrate highly developed communication skills, and a commitment to relationship, community, collaborative practice, and maintaining a positive, nurturing environment.

At Mosman Church of England Preparatory School, Teaching Assistants exhibit outstanding commitment and investment in the School community. Their role includes:

- Actively supporting the Purpose, Vision, Mission, Values and the Christian ethos of the School.
- Implementing rigorous, engaging and relevant educational programs in a supportive learning environment, as directed by the Classroom Teacher.
- Working collaboratively with other staff to improve student learning.
- Undertaking both administrative and practical tasks as needs dictate.

POSITION OF TEACHING ASSISTANCE

The Teaching Assistant will support student learning through collaboration with the Classroom Teacher, by following their directions in accordance with planned programs and teaching and learning strategies.

KEY RESPONSIBILITIES

- Lead and conduct small group and/or individual learning according to student needs.
- Support in-class differentiation of teaching according to student needs.
- Conduct one-on-one literacy and/or mathematics assessments as directed by the Classroom Teacher.



- Assist in monitoring student learning throughout the day.
- Prepare and organise learning resources and materials.
- Proactively support a positive classroom environment, including student behaviour, to ensure learning time is maximised.
- Attend full day visits to Terrey Hills Outdoor Education Campus, excursions, sports carnivals and the like as required by the School.
- Rostered playground duties.
- Attend weekly morning staff meetings.
- Attend Chapel weekly.

ESSENTIAL CRITERIA

KEY COMMUNICATIONS

- With the Class Teacher daily.
- With their designated supervisor throughout the term.
- Significant communication to parents only through the Class Teacher.

KNOWLEDGE, SKILLS AND EXPERIENCE

- Teaching assistant/ SLSO experience preferable.
- Enthusiasm and passion for working with primary aged students.
- Strong administrative and organisational skills including use of technology.
- Time management and prioritising skills.
- Effective interpersonal skills.
- Problem solving skills.
- Ability to work collaboratively with colleagues.
- Understanding of social and emotional needs.
- Behavioural management skills.

ADMINISTRATIVE TASKS

- Complete routine administrative tasks in an effective and timely manner.
- Engage in playground duties professionally.
- Attend staff meetings and collaboration/planning meetings as requested by the Headmaster.
- Ensure the security and confidentiality of information.

RISK MANAGEMENT

- Report directly to the Headmaster on any matters relating to child protection.
- Act and respond in a timely, efficient and professional manner to all incidents relating



to students' safety and wellbeing.

- Implement School policies as relevant to situations.

PROFESSIONAL DEVELOPMENT

- Remain abreast of educational trends and current practice, particularly in relation to the education of boys.
- Attend educational workshops and conferences as directed by the Headmaster.
- Attend to all NESA Accreditation requirements.
- Set personal goals relating to your teaching position, monitoring and reviewing progress regularly.
- Identify professional development needs, and participate in training programs that support the development of new skills and knowledge, and will enhance innovation and best practice.
- Engage in opportunities for teacher growth, such as teacher observations.
- Be willing to observe lessons and be observed as part of structured professional learning to continuously develop skills and understandings.
- Contribute to the professional development of other staff members.
- Undertake other duties as required by the Headmaster.

INVOLVEMENT IN THE LIFE OF THE SCHOOL:

The Teaching Assistant will participate in whole staff activities and undertake responsibilities such as:

- Attend staff briefings/professional learning.
- Fulfil playground duties.
- Join extra-curricular events e.g. Grandparents' Day, Open Days, Learning Celebrations, School Anniversary Services, Easter and Carol Services.
- Other duties as requested by the Headmaster.

ESSENTIAL SKILLS AND ATTRIBUTES:

- Willingness to actively support the Christian ethos of the School.
- High social and emotional intelligence, and a commitment to relationship and collaborative practice.
- A passion for and understanding of boys' education, and energy to translate vision into practice.
- Ability to solve problems, set priorities, support others, show initiative and be flexible.
- Strong oral and written communication skills.



- Commitment to high professional standards and ethical behaviour.
- Knowledge of NESA Curriculum.
- Current knowledge of how technology is used as a tool to enhance teaching and learning.
- Working knowledge of work health and safety legislation and child protection requirements.

STATEMENT OF COMMITMENT TO CHILD SAFETY

At Mosman Preparatory School we are committed to ensuring that our recruitment practices create a safe and supportive environment for all students. We recognise that children and young people are to be valued and respected and we expect all employees, volunteers and contractors to demonstrate an ongoing and proactive commitment to the safety and wellbeing of all persons, with a specific focus on the safeguarding of children. It is the expectation of Mosman Preparatory School that a successful applicant has an understanding of children's diverse needs and that all interactions with children and young people foster and demonstrate a commitment to a supportive and child safe culture.

The appointment of successful applicants will be subject to rigorous employment screening for child-related employment.