



Role Description

Teacher Assistant – Student Support

Position Summary

The role of the Teacher Assistant (TA) at the Student Support Centre is to work with teaching staff to monitor and assist in the development and implementation of learning programs to cater for the educational requirements of students with additional learning needs and support student learning.

The key objectives are:

- Support students with additional needs in the classroom;
- Monitor and assist in the development and delivery of individualised education initiatives and programs in consultation with the Director of Student Support and the Student Support Coordinator.

Accountability

The Teacher Assistant - Student Support, 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 defined educational programs and activities and interventions for students.

All positions within the College will support the Mission and Vision of Marist Regional College as a Catholic College. Interacting with our colleagues, schools and the community requires all employees to promote and support the Catholic identity.

It is expected that all duties will:

- Be consistent with Catholic identity, College Mission, Vision, and Values;
- Be conducted in accordance with Marist Regional College Values, policies and the identity;
- Promote the Catholic identity in all dealings within and on behalf of the College.

Authority

Teacher Assistants are appointed by the Principal in consultation with the Deputy Principal Learning and Teaching and the Director of Student Support. Teacher Assistants have direct responsibility to the Director of Student Support.

Key Relationships

<i>Internal</i>	Principal, Deputy Principal, Director of Student Support, Student Support Coordinator, Teachers, Students and other non-teaching staff as required.
<i>External</i>	Parents, visitors, local community.

Work Health & Safety

This Position is classified as a 'Worker' under the Work Health & Safety Act (Tas) 2012, and the employee is responsible to undertake duties specified as 'Worker' for the purpose of this Act.

In addition, all employees of MRC are required to:

- Cooperate with the College in relation to activities taken by MRC to comply with WHS legislation;
- comply with the Work Health & Safety Act (Tas) 2012;
- adopt work practices that support WHS programs e.g. e-learning modules;
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace;
- seek guidance for all new or modified work procedures;
- ensure that any hazardous conditions, near misses and injuries are reported immediately;
- participate in meetings, training and other environment, health and safety activities where required;
- not wilfully place at risk the health or safety of any person in the work place;
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

Key Result Areas

Effective learning outcomes for students

- Provide support to the teachers in the delivery of educational programs to students.
- Assist students with additional learning needs on an individual or group basis in specific learning areas.
- Assist student learning, where discretion and judgement is required, including providing more individualised approaches, tutoring and intervention strategies, and assisting in identification of learning needs and evaluation of progress.
- Assist teachers to support participation and learning for students across the full range of physical and intellectual abilities and from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Assist with the collection, preparation and distribution of learning packages and resources.
- Work with students to use specialised technology where required.
- Support students in class work as required by classroom teachers.
- Assist students with school routines including timetables, lockers, homework, and develop and maintain positive behaviours in the classroom.

- Assist students with the safe, responsible and ethical use of information communication technology (ICT).
- Provide basic physical, social and emotional care for students, and specific personal care where necessary for example assistance with meals, toileting and lifting.
- 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.
- Support students with challenging behaviours in accordance with organisational policy and guidelines.
- Supervise students in study groups or small group activity settings (conditions apply).
- Undertake yard duty (conditions apply).

Team effectiveness and collaboration

- Support and assist teaching and other school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by teachers or by the school.
- Respect and protect staff, student and family privacy and confidentiality.
- Work with teaching staff with the supervision of children both on and off campus

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from supervisors and teachers to improve knowledge and practice.

Resources and organisation

- Plan and organise work flow to accomplish established objectives.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.
- Undertake administrative duties relevant to the role.

Safety and professional standards

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes of practice, guidelines and applicable laws.

Personal Capabilities

- Committed to supporting student outcomes through a service orientation.
- Able to relate to students with varying needs.
- Able to interact appropriately with colleagues, students and parents for different purposes and in different contexts.
- Able to establish and maintain collaborative working relationships.
- Able to apply literacy, numeracy and reasoning skills to effectively undertake role.
- Able to perform effectively in environments with competing demands.
- Able to exercise judgment and discretion in undertaking duties.
- Able to use initiative to resolve problems and conflicts in a constructive manner.
- Able to work independently and as part of a team.
- Excellent verbal and written communication skills.
- Demonstrated computer and technological proficiency at intermediate level.
- Able to maintain confidential, accurate, up to date and detailed records.
- Flexible and dependable.
- Committed to professional integrity.
- Willingness to continually develop professional learning.
- General understanding of, and ability to contribute to, the mission of Marist Regional College as a Catholic school.

Evidentiary Requirements

1. *Essential requirements of the position;*

- Current Tasmanian Working with Vulnerable People Registration for Employment and National Police Check clearance or preparedness to attain.
- Accreditation A: Accreditation to work in a Catholic school or willingness to work towards.

2. *Desirable requirements of the position;*

- Certificate III in Education Support or preparedness to attain.
- Previous experience in a school support role with students with neurodiverse learning needs.

- Capability to assist teachers and support students across all subject areas in years 7 to 12.
- Protective Handling Practices training.
- Understanding of Tasmanian Catholic Education Commission policies and their implications for policies and practices at the College.

Acceptance of responsibility

I have read and understand the above expectations of the role and will undertake the tasks and duties to the best of my ability:

Employee:

Name

Signature

Date