

# Northside Christian College

## POSITION DESCRIPTION

### Junior School Aide

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#### Position Purpose

Assist teaching staff in the provision of quality teaching and learning for students.

#### Accountability

Directly to class teachers, Junior School Coordinators and Head of Junior School

#### Relates To

Junior School Coordinators, Head of Junior School, Senior Staff, College Staff, students and parents

#### Personal Attributes and Standards

Every College employee must have a personal faith and commitment to Jesus Christ and is to be in regular fellowship and good standing with a local Christian church. Biblical Christian values are expected to be lived out and exhibited daily.

The appointee must:

- be a regular attendee of a local Christian church and ensure that s/he maintains a personal commitment to faith and belief in the Bible, consistent with our College Statement of Faith
- demonstrate an acceptance of other people, be approachable and supportive of colleagues, building effective, professional staff relationships
- have the ability to accept authority and carry out directives, have a willingness and commitment to know the organisation and support the mission and vision
- demonstrate loyalty to the Principal and Senior Staff in the exercise of their roles
- act with confidentiality in all matters pertaining to the College
- abide by all College Policies.

The role of an Aide is marked by a servant heart – a desire to serve both teaching staff, students and their families.

Personal qualities of honesty, initiative, cooperation, sense of humour and warmth are valued.

#### Expectations of a Junior School Aide

##### Exhibit appropriate Christian personal qualities

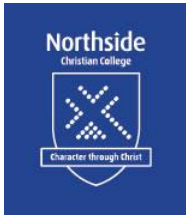
- Display Christian character in relationships
- Show interest in developing Christian values and attitudes amongst the children through both curriculum delivery and development of social skills
- Maintain a personal Christian faith through regular prayer, devotions and church attendance.

##### Work as a member of a teaching team

- Maintain a professional attitude and loyalty to the College
- Foster and maintain a good working relationship with others
- Be prepared to work cooperatively and flexibly
- Engage actively and enthusiastically in the development and delivery of the curriculum
- Participate in opportunities for Professional Development
- Note that class allocations and tasks may be changed from year to year.

##### Foster shared and open communication with staff team

- Act with integrity and relate to others in a professional and friendly manner, reflecting a Christian ethos
- Actively engage in the delivery of required learning tasks, observing achievements and difficulties for referral to teachers
- Refer parental enquiries/comments relating to children's progress or behaviour on to the class teacher
- Take concerns or grievances to appropriate leadership
- Resolve conflict with reference to Procedures for Resolving Disputes available in the Junior School Staff Handbook.



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#### Responsibilities (and Duties)

Junior School Aides are responsible for helping in the delivery of a sound teaching/learning program and the maintenance of a nurturing, safe and supportive environment for students. As part of this they work with students, either individually or in small groups and make resources for teacher use. They need to ensure a high level of supervision and care of children. As well, aides perform many administrative tasks that ensure the consistent and smooth running of the infrastructure surrounding everyday operations within Junior School.

#### **Assist in the delivery of the learning program in conjunction with the classroom teacher (The teacher has final responsibility for Curriculum)**

- Seek and follow instructions from the teacher as to methodology when working with groups or individual students
- Uphold classroom expectations and support the role of the teacher
- Adhere to time frames
- Observe and comment to the teacher on children's development
- Offer suggestions/ideas to assist in planning the program, from observations of children's needs
- Nurture a sensitivity to a multi-cultural learning environment
- Show awareness of differing social backgrounds and experiences of children
- Strive for clarity and detail when preparing resources for teacher use. Liaise with the teacher and seek further information if needed.

#### **Facilitate the daily routines of the class/school**

- Seek and follow instructions from the teacher as to methodology when working with groups or individual students
- Prepare all given work as close to time frame as expected
- Ensure good management of children, taking responsibility within groups. Refer continued bad or serious misbehaviour to the teacher. Final responsibility belongs to the teacher.
- Assist to establish and maintain displays and classroom cleanliness and appearance for an aesthetically pleasing and inviting environment
- Seek further tasks if time allows.

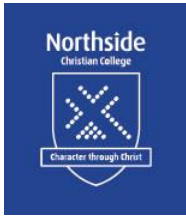
#### **Facilitate a high standard of care of children, resources and the learning environment**

- Provide a safe, secure and nurturing environment
- Foster security and acceptance for children within the class environment, interacting with dignity and respect
- Model appropriate language and social relationships in the best interests of children and their families
- Maintain order and cleanliness of all storage areas, equipment and resources within your responsibility
- Ensure hygienic practices through diligence and close supervision
- Maintain diligent supervision
- Be aware of Junior School practices for discipline, eating and play times. Take reasonable care for your own and others' health and safety
- Follow College health and safety policies and procedures
- Take reasonable care for your own and others' health and safety
- Comply with any other reasonable requests of the College leadership.

#### **Provide playground supervision as required within Junior School**

- Supervisory duties will change throughout the year and aides may be required to supervise in the Prep area or in Junior School.

From time to time, other duties commensurate with your skills and experience may be deemed necessary and these will be determined by the Head of Junior School or the Principal.



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#### Conditions

As provided by the Educational Services (Schools) General Staff Award 2010 and detailed in the Letter of Appointment.

Aides are entitled to a 10 minute paid morning tea break and an unpaid 30 minute lunch break. Hours of work for a full day are from 8.30 to 3.00pm. Part time positions take place within these hours. (This may be adjusted upon negotiation.)

#### Remuneration

As provided by the Educational Services (Schools) General Staff Award 2010 and detailed in the Letter of Appointment.