ORMISTON COLLEGE

POSITION DESCRIPTION

Job Title	Teacher Aide (Learning Enhancement)	**Position Type**	Casual
Department	Learning Enhancement	**Direct Supervisor**	Learning Enhancement Coordinator
Location	Onsite	**Hours**	On call

Position Summary

The role of the Teacher Aide (Learning Enhancement) at Ormiston College is to assist and support teachers in provision of effective learning and teaching programs for every student in their care. They contribute to the maintenance of supportive learning environments, and to the College's aims, objectives and ethos through their work in the classroom and associated activities.

Mandatory Requirement

Applicants should possess or be eligible to possess a Positive Notice Blue Card from the Department of Justice and Attorney General. A minimum current competency standard of Australian Qualifications Framework (AQF) Certificate III, or successful assessment against the required competency standards for the Certificate III in Education Support; and/or a current Senior First Aid Certificate or equivalent would both be highly regarded.

Selection Criteria

Your application for this position should specifically address each of the selection criteria listed below. Shortlisting and selection will be based upon responses to these selection criteria.

SC1 Knowledge, skills and ability to assist teachers with students requiring additional support, some of whom may have special needs, including additional literacy and numeracy activities.

SC2 Demonstrated sound personal qualities of tact, reliability and an ability to work with others both individually and as a member of a team.

SC3 Evidence of willingness to undertake specific training as necessary, to enhance student support.

SC4 A commitment to the aims, objectives, and ethos of Ormiston College.

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Reporting Relationships

Classroom Teacher Aides report to the appropriate teachers and the relevant Head of School.

Position Responsibilities

KEY DUTIES of this position will include:

- Support for teachers in providing learning materials for students at risk.
- Working with small groups as well as individual students.
- Use of computers when working with students.
- Work with the Learning Enhancement Coordinator to develop literacy and numeracy and socual skills.
- Working with students with an ASD diagnosis

Additional duties of a Teacher Aide may include but are not limited to any of the following activities:

- Assisting in the supervision of education activities, under the direction of a teacher.
- Assisting teaching staff with playground supervision.
- Assisting teachers and students with sporting activities and with school excursions.
- Displaying respect and empathy for students.
- Displaying confidentiality, tact, reliability and sensitivity to students and their families.
- Communicating effectively and displaying high levels of interpersonal skills to function as an effective team member.
- Maintaining anecdotal records on students for use in reviewing student's development.
- Assist in preparing, storing, making available and clearing away teaching equipment and materials.
- Management, care and stocktaking of equipment and resources.
- Contributing to the welfare, health and safety of students including the delivery of first aid.
- Where the Teacher Aide is required to administer first aid, the Teacher Aide would be required to be formally trained in the administration of first aid and keep such qualifications current. All costs associated with obtaining and maintaining qualifications would be met by the College.
- Perform other duties as required by the Heads of School or the Headmaster.

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Core competencies

Integrity:	• Demonstrates honest, ethical, and transparent behaviour in all actions and decisions. Acts in the best interests of the College, upholding its values and maintaining trust.
Initiative:	• Proactively takes on responsibilities and challenges, identifying opportunities to improve outcomes without needing direction.
Flexible Team Player:	• Works effectively across a variety of situations, individuals, and groups, applying a 'whatever it takes' attitude to support the broader team and College community.
Planning and Organisational Skills:	• Establishes and follows a clear course of action to achieve both short- and long-term goals in an efficient and structured manner.
Achievement Driven:	• Sets clear goals and works persistently to achieve them with enthusiasm, determination, and a commitment to continuous improvement.
Communication Skills:	• Communicates clearly, professionally, and confidently in both written and verbal forms with internal and external stakeholders.
Organisational Competencies:	• Community Orientation: Demonstrates a strong commitment to adding value to the student and family experience, always ensuring positive and supportive engagement.
	• Strives for high performance: Consistently seeks excellence in work output for self and others, setting high standards and striving for continuous improvement.
	• Teamwork and Co-operation: Works collaboratively with others, valuing diverse perspectives and contributing positively to team outcomes.
	• Flexibility: Adapts behaviour and approach to suit changing environments, responsibilities, or the needs of others.
	• Time Management: Effectively plans and prioritises tasks to manage time efficiently and meet deadlines.
	• Thoroughness: Pays attention to detail, ensuring accuracy and completeness in all work tasks and documentation.

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Position Requirements

- A minimum of 2 years' experience in a Teacher Aide role, or similar role.
- High attention to detail and accuracy, particularly in data entry tasks.
- Demonstrated sound personal qualities of tact, reliability, and an ability to work with others both individually and as a member of a team.
- A self-starter who is detail-oriented and thrives in a fast-paced learning environment
- A proactive attitude with a willingness to learn and take initiative
- High-level autonomy and discretion - ability to work both independently and collaboratively, contributing positively to a supportive school environment
- A commitment to integrity, professionalism, and the well-being of students, reflecting the College's values such as responsibility and good citizenship

How to apply

- Via Seek – submitting your resume and cover letter, which includes covering the selection criteria.
- Via Email – submit your application to humanresources@ormistoncollege.com.au. Please attach your resume and cover letter, which includes covering the selection criteria.

We extend our sincere thanks for your interest in joining the team at Ormiston College; however, only those selected for an interview will be contacted.

Applications will not be accepted after the closing date.

The College reserves the right to interview and appoint a suitable candidate prior to the closing date of this advertisement. We encourage interested applicants to submit their application as soon as possible.

Other conditions of employment, including entitlements, are as per the Ormiston College Enterprise Agreement, a copy of which will be available upon request, should your application progress to interview.

Further information about Ormiston College can be accessed at www.ormistoncollege.com.au

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