



INCLUSIVE EDUCATION TEACHER AIDE

THE PRIME PURPOSE OF THE POSITION

The **Inclusive Education Teacher Aide** will provide avenues for students to work in an environment productive to learning and consolidating information. The role holder is responsible for expressing authentic witness to the four Edmund Rice Education Australia (EREA) Touchstones of Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community. The fulfilment of their role is shaped and informed by the College's Strategic Directions and Priorities and Annual Improvement Plan Goals. They are a member of a team responsible for providing a contemporary, stimulating, safe and supportive learning environment that caters for the educational needs of all St Edmund's College students in a positive and disciplined working environment.

The **Inclusive Education Teacher Aide** will be employed as a Level Three (3) School Officer and as such will assist the Class Room Teacher by providing identified students with personal organisational strategies and support to access the curriculum. The **Inclusive Education Teacher Aide** will represent the interests of the student and will advocate for the student.

ORGANISATIONAL RELATIONSHIPS

The **Inclusive Education Teacher Aide** is appointed by the Principal and is responsible in the first instance to the Director of Inclusive Education, the Assistant Principal Learning and Teaching, the Deputy Principal and eventually the Principal.

KEY ACCOUNTABILITIES

1. Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities
2. Support the educational needs of identified students in one-on-one or small groups in withdrawal or classroom situations
3. Support students in relation to their physical and emotional needs, where some discretion and judgement are required
4. Attend to other administrative tasks as required

DUTY STATEMENTS

The **Inclusive Education Teacher Aide** will:

1. Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities

- Be committed to the goals, ethos and Mission of the College as a Catholic School in the Edmund Rice tradition
- Have an awareness of and support for the Charter and key Edmund Rice Education Australia (EREA) policies, procedures and practices, along with other legislative and legal requirements of the College
- Advocate inclusive education processes and policies
- Display a high level of professional competency and ensure that behaviour and personal presentation reflects the College's values and professional expectations

- Strive to live a lifestyle which, by its witness and example, is compatible with Gospel Values
- Be committed to self-development and ongoing professional development
- Be committed to building the St Edmund's College community
- Have knowledge and awareness of applicable Workplace Health and Safety and Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements
- Respond to the operational needs of the College and to other duties as reasonably directed by the Principal or their delegate
- Contribute to the overall pastoral leadership of the College through active, and reflective participation in staff meetings
- Have excellent interpersonal skills and highly proficient IT

2. Support the Educational Needs of Identified Students

- Support students identified by the Director of Inclusive Education, with the provision of individual tuition and/or tutorial sessions
- Compile and provide scaffolded notes for assignments and assessment tasks for identified students
- Assist students with organisational skills, e.g. charts, timetables, homework strategies etc.
- Contribute to the formulation of Individual Educational Plans (IEPs) when required
- Follow guidelines and programs provided by other professionals. e.g. therapists and advisory visiting teachers
- Compile and provide study notes for up-coming exams when requested by the relevant teacher
- Attend to special considerations for identified students during examinations
- Support teachers in an appropriate manner, in the enforcement of the College behavioural management code
- Attend to the educational needs of students, with the supervision of a teacher, during two lunch breaks each week
- Access the Professional Development options that support the particular educational needs of identified students

3. Support the Physical and Emotional Needs of the Student

- Encourage students to experience all aspects of College life
- With the support of the Director of Inclusive Education, be aware of any physical / emotional needs of students, and with discretion and good judgement, ensure that relevant teachers are cognisant of any information which will allow students the dignity that is provided to all members of the St Edmund's College community

4. Other Administrative Tasks

- Complete administrative tasks which provide students with tools necessary to support their educational needs