



## ROLE DESCRIPTION

### TEACHER ASSISTANT

#### 1. ROLE PURPOSE

The *Teacher Assistant* will, through the Learning Enhancement team, provide direct and timely assistance to boys with learning or behavioural needs. Emphasis on the role will reflect school priorities and programs that support students with additional learning needs.

#### 2. ROLE RESPONSIBILITIES

The Teacher Assistant is responsible to the Head of Learning Enhancement K-6 and supported by the Learning Enhancement special educators. They are an active member of the Learning Enhancement team with input into departmental meetings. As with all School employees the Teacher Assistant is ultimately responsible to the Headmaster.

The position will engage with Knox Grammar School staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition. This position will deal with matters of a sensitive and confidential nature diplomatically and discreetly.

#### 3. ROLE ACCOUNTABILITY

- Be an appropriate role model
- Liaise regularly with Learning Enhancement team about student issues and management ideas relating to boys
- Assist students to become independent in the learning
- Manage a variety of behaviours using appropriate management strategies (Autism, Spectrum Disorders, behavioural, emotional, physical and intellectual disabilities)
- Work with a small group of boys or one on one.
- Assist with the delivery of the MultiLit program
- Assist with the tracking and monitoring of reading levels.
- Check completed work and assisting boys when required with work to be completed
- Assist with any issues a boy has (personal care issues, organisation, finding appropriate books in the library or returning books, organising locker)
- Assist with Literacy and Numeracy programs
- Use a variety of equipment i.e. photocopier, ipads, computers, video camera, laminator

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- Organise resources and equipment
  - Attend in-service courses
  - Attend school sports days, camps and excursions as required

## 4. RELATED DUTIES

- Can be relied on to carry out supervisory duties as required, including active grounds duty
- Takes an active involvement in the general life of the school, and supports it formally and informally within and beyond school
- Dresses in an appropriate manner
- Demonstrates at all times a support of school rules in dealing with boys.
- Attends and participates in relevant curriculum-based excursions
- Is prepared to attend and participate in school camps, if required.

### Key Skills & Abilities

- Certificate III in Teacher Aide Education Support Services
- The ability to adjust learning activities to suit the needs of individual students.
- Knowledge of a range of strategies to support students with disabilities and critical literacy needs in mainstream classes.
- Willingness and commitment to working collaboratively as part of a team.
- Sound organisational and time management skills.

## 5. WORK HEALTH & SAFETY

The incumbent will actively support and contribute to the maintenance and development of a safe working environment by:

- Promoting Workplace Health and Safety Standards
- Reporting Incidents or accidents to the appropriate staff as soon as possible
- Reporting any near-miss incidents to the appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the School

## 6. APPRAISAL AND REVIEW CONDITIONS

As with all members of staff, the Teacher Assistant will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

## 7. TERMS OF EMPLOYMENT & REMUNERATION

This is a permanent full-time position and is in school term time only. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of *the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017*. Superannuation Guarantee at the current legislative rate will be paid by the school in addition to salary.

***Please note: All staff are subject to mandatory screening procedures in line with Child Protection Legislation.***