



ROLE DESCRIPTION

TEACHER ASSISTANT

1. ROLE PURPOSE

The *Teacher Assistant* will, through the Classroom teachers, provide direct and timely assistance to Students. Emphasis on the role will reflect school priorities and programs that support the students at Wahroonga Preparatory School.

2. ROLE RESPONSIBILITIES

The Teacher Assistant is responsible to the Head of Wahroonga Preparatory School supported by the Deputy and Classroom teachers. They are an active member of the whole School. As with all School employees the Teacher Assistant is ultimately responsible to the Headmaster.

The position will engage with Wahroonga Preparatory School staff, parents, students and external parties with an inclusive, courteous and service-orientated disposition.

3. ROLE ACCOUNTABILITY

- Be an appropriate role model
- Assist students to become independent in the learning
- Work with a small group of boys or one on one.
- Assist with the tracking and monitoring of reading levels.
- Assist with any issues a student may have 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
- 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 students
- 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.
- 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.