Applications are invited for the position of:

Teaching Assistant – Primary School

School Section: Primary School

Reports to: Head of Primary, through relevant Directors

Employment Basis:

- ☐ Full-time
- ☐ Ongoing
- ☑ Part-time
- ☑ Non-ongoing (Temporary)

Start Date: July 2016

Applications close: Monday, 20th June 2016 at 9:00am

About the School

Canberra Grammar School is an Independent Anglican School offering outstanding academic education, co-curricular opportunities and pastoral care to day and boarding students of all backgrounds and faiths within a community guided by Christian values.

The School is in the process of becoming fully co-educational. It educates boys from Pre-School to Year 12 and is currently extending its offering to girls, who have been educated in the Primary School since 1975 and who will now be represented across the range of School life by 2020.

The School respects and nurtures all students as individuals, seeking to inspire, support and celebrate the efforts of all in realising their intellectual, spiritual, cultural, social and physical aspirations.

Building on the professional expertise of its staff, the commitment of its community and the resources of the nation’s capital, Canberra Grammar School aims to be the most dynamic and distinctive centre of learning in Australia.

CGS is a vibrant and rewarding place in which to work. To find out more about our strong commitment to professional development, the employment process, or living in Canberra, please visit CGS.ACT.EDU.AU/EMPLOYMENT

Further information about the School is available at CGS.ACT.EDU.AU

The Role

Teaching Assistants work alongside classroom teachers as part of a cooperative team and provide a vibrant, dynamic and innovative educational program for the children in the School.

Teaching Assistants who are qualified primary school teachers may also have the opportunity to undertake periods of teaching.
Selection Specifications

Communication

- work with the teachers in providing a warm, supportive, nurturing, safe and stimulating environment for the children
- communicate with parents and staff in a polite manner
- build good relationships with families and fellow staff members
- handle enquiries efficiently and knowledgeably
- liaise with families at the discretion of the Director and teachers
- treat each child with dignity and respect and build a positive relationship with each child as an individual and their families.

Assisting with Learning

- work with individual students and with small groups across all key learning areas – under the direction/supervision of teachers
- if qualified, undertake periods of teaching
- use initiative in dealing with minor behavioural matters when supervising group work
- supervise play at recess and lunch times. A current First Aid Certificate is preferred
- undertake other playground duties as required.
- Preparation and Routines may include:
  - set up class-room for daily activities as required
  - Work with individuals and small groups of children
  - prepare materials as required for various activities
  - organise and prepare resources
  - clean materials after the activity and assist the teachers to maintain an orderly learning environment
  - manage each teacher’s collection of books (checking in and out of materials)
  - assist with cataloguing and accessioning of reading materials
  - assist with ordering procedures
  - liaise with the Director and teacher in ordering stationery and equipment such as handbooks, information booklets; excursion kits
  - collating and binding of such information
  - photocopying as required by teachers and Director
  - help in the production of class and school based resources
  - help set up and pack away outdoor equipment
  - present and display student work in classrooms and common areas creatively and refresh these when necessary
  - assist in the organisation of special functions – concerts, presentations for parents etc
  - file children’s works and portfolio pieces
  - assist with excursions as required.
General Responsibilities

As a staff member, the role-holder will be expected to:

- support and promote the School’s aims and objectives
- be committed to professional excellence and on-going professional learning
- comply with the School’s Code of Conduct and with the School’s policy and regulatory requirements
- respect and uphold the School’s Anglican values and ethos, while also respecting people of all backgrounds and faiths within the School community
- safeguard and promote the welfare of children.

The role-holder will be expected to have:

- sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals
- sound interpersonal skills including the ability to work as part of a team
- well-developed organisational skills that will assist in the delivery of effective educational programs to students
- the ability to assist with the general health and well-being of students.

The following attributes are desirable:

- Senior First Aid certificate with child care component or a willingness to obtain one
- Diploma or Certificate III in Children’s Services
- Teaching qualifications are highly regarded.

The role-holder must:

- comply with the School’s Code of Conduct and with the School’s policy and regulatory requirements
- respect and uphold the School’s Anglican values and ethos, while also respecting people of all backgrounds and faiths within the School community
- maintain continuous Working with Vulnerable People registration under the Working with Vulnerable People (Background Checking) Act 2011 (ACT).
Terms and Conditions

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People checks, and all teachers at the School must have teacher registration, provisional registration or a permit to teach issued by the ACT Teacher Quality Institute prior to starting their employment.


Applications and Information

All applications must be submitted using the School's online application form, located on the job advert on CGS.ACT.EDU.AU.

For further information, please contact the Human Resources Office via:

- employment@canberragrammar.org.au
- +61 (2) 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill ACT 2603 Australia