Teaching Assistant – Primary School

Position Description and Duty Statement

SCHOOL SECTION Primary School, Early Learning Campus
STAFF GROUP Support Staff, School Assistant
REPORTS TO Head of Primary School, through relevant Directors
EMPLOYMENT BASIS Ongoing/Non-ongoing/Casual/Full-time/Part-time

Applications close at 9.00am Monday 16th November 2015

GENERAL

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.

DUTIES

Teaching Assistants undertake the following duties:

Pedagogy and Relationships

- provide a warm, supportive, nurturing, safe and stimulating environment for the children and their families and to treat each child with dignity and respect and build a positive relationship with each child as an individual
- act in the role of a co-teacher as one who observes, documents and researches
- assist in the development, in consultation with the children and staff, a curriculum which is appropriate to the individual developmental needs and interests of the children. The program should be empathetic towards the different social and cultural needs of different families
- assist with the documentation of children’s work by using a variety of methods including records of conversations, portfolios, video, work samples and digital photography. Some understanding of education technology would be an advantage
- work in consultation with the teachers, children and parents to develop ongoing and in-depth projects
- share information about specific children and their families with the classroom teacher and Director in order to provide the necessary support and assistance when appropriate.
Collaboration and Communication

- work in close collaboration with Early Childhood staff
- support the Director/teacher where necessary
- attend and contribute to regular staff meetings in order to assist in the facilitation of effective communication, staff development and discussions on the management and programming for the centre
- attend professional development courses, read relevant articles, books and journals and share acquired information with other staff members
- support the classroom teacher to assist families, to communicate their child/children’s development, successes and progress and to share relevant records with parents both informally and at formal organised meetings
- attend and contribute to parent meetings/gatherings when appropriate
- ensure that total confidentiality is maintained in regards to all matters related to the children, their families and the School
- communicate to teaching staff any information regarding the physical, social, emotional and intellectual development of each child
- assist children to resolve problems when appropriate and/or communicate problems to teaching staff
- establish and maintain effective communication with and between families and staff at the school.
- assist with implementation of the NQF and quality improvement plan of the centre when working in the Early Learning Year Levels
- assist with implementation of the PYP, Australian Curriculum and other School Priorities across all year levels

Administration and General

- assist the Director/teacher in any administrative duties in accordance with the School’s policies and procedures
- assist with morning tea and lunch time duties
- assist with and attend activities and events at the school which promote the showcasing of the children’s work or community spirit
- follow housekeeping practices which ensure that equipment is maintained at an optimal level
- perform all duties in accordance with the duty of care.

Environment

- assist with the creation of an aesthetically pleasing classroom environment, which fosters inquiry, creativity, thinking and independence and welcomes the use of all five senses
- assist the classroom teacher and Director in all duties relating to the maintenance and appearance of the centre being mindful of safety, hygiene and cleanliness
- participate in the creation and maintenance of child-centred outdoor areas with the assistance of the children and their parents
- assist with the physical duties involved in working with young children in an early childhood setting on a daily basis including the setting up and packing away of the indoor and outdoor equipment at the centre
- have input into the ordering of relevant equipment and supplies and to maintain stores in an orderly and organised way.

Other Duties

- other duties as directed by the Head of Primary or the relevant Director.
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.

SELECTION SPECIFICATIONS

• 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 qualifications are required:

• Senior First Aid certificate with child care component or a willingness to obtain one
• Diploma or Certificate III in Children’s Services is required for staff working with Pre-School and Pre-Kindergarten children
• teaching qualifications will be 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.

TERMS AND CONDITIONS

All employees of the School must be eligible to work with children in accordance with ACT Working with Vulnerable People legislation.

APPLICATION AND INFORMATION

All applications must be submitted using the School's application form, which can be downloaded at www.canberragrammar.org.au/employment. A separate cover letter is optional and, if submitted, should be addressed to the Head of School. Preference is for applications to be lodged via email to: employment@canberragrammar.org.au. Please submit any attachment as a pdf file.

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

- employment@canberragrammar.org.au
- +61 (0) 2 6260 9735
- The HR Office, Canberra Grammar School, 40 Monaro Crescent, Red Hill, ACT 2603, Australia