

POSITION DESCRIPTION

Learning Support and Enhancement Teacher Aide



About St John's Anglican College

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's vision, mission and values.

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

POSITION DETAILS	
Department:	Support Location: Primary campus
Position reports to:	Learning Support and Enhancement Teacher/Primary Teacher
Positions reporting to this role:	Nil
Status:	Permanent – Term Time Only
Salary Level:	Level 3 - Support Staff Classification Structure
Academic Qualifications required:	Certificate III or equivalent
Required experience:	Previous Teacher Aide experience, preferably working with children who speak languages other than English is highly desirable.
Special conditions:	This role requires the incumbent to hold a current Senior First Aid Certificate

Purpose of the position

Responsible to the Learning Support and Enhancement Teacher, the Learning Support and Enhancement Teacher Aide contributes to the College's aims and philosophy by supporting and assisting teaching staff in the delivery of the Learning Support and Enhancement program. This program is underpinned by clear expectations about high quality learning outcomes and for all students. The Learning Support and Enhancement Teacher Aide nurtures self-esteem encourages self-reflection and develops compassion, respect, and tolerance in students so that they may build their lives in a school environment that values education within a sustaining and life giving Christian community.

Duty of Care

The Learning Support and Enhancement Teacher Aide, will contribute to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

College Expectations

Support staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Christian values and ethos of the College
- Focused on the needs of the College's clients
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY	
The Learning Support and Enhancement Teacher Aide is responsible for meeting the following domains of professional responsibility. These responsibilities should be read within the context of the Statement of Principles of Effective Support Services below.	
Student Protection:	The Learning Support and Enhancement Teacher Aide will know, understand, apply and abide by all requirements of the Student Protection in Anglican Schools Policy and Procedures.
Commitment to the College Vision and Goals:	The Learning Support and Enhancement Teacher Aide demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value based approaches. The Teacher Aide will embrace change and support College development, with a particular focus on building positive and productive relationships with children and their families.
Commitment to Students and Student Learning:	The Learning Support and Enhancement Teacher Aide provides quality support to the program in the delivery of quality teaching and learning to students; assisting in the teaching program; preparing and setting up equipment and performing other such duties as required by the teaching staff. The Learning Support and Enhancement Teacher Aide assists in the provision of a safe learning environment for school aged children; providing assistance/supervision for excursions/sports days and other outdoor activities. The Learning Support and Enhancement Teacher Aide will work with children individually, or in small groups under the direction of the teaching staff. The

	Learning Support and Enhancement Teacher Aide administers simple first aid to children; provides general administrative support for example photocopying, laminating or making charts or games and assists with College related occasions.
Collaboration within the Learning Community:	The Learning Support and Enhancement Teacher Aide contributes to the College's relationships with parents and other stakeholders. They model a high standard of personal behaviour to students. The Learning Support and Enhancement Teacher Aide works collaboratively as a member of the team; participating in meetings, activities and networks relevant to the position, and participate in extra curricular activities as appropriate.
Professional Practice:	The Learning Support and Enhancement Teacher Aide prepares and maintains teaching and learning resources as required by the classroom teacher; developing, under the direction of teaching staff, suitable resources for the quality learning experience of students. The Teacher Aide supports teaching staff in the Learning Support and Enhancement program, liaising with relevant staff regarding timetables and ordering of appropriate equipment as required. The Teacher Aide provides administrative assistance including typing teachers' notes and work programs, duplicating/photocopying teaching materials, collation and duplication of exam papers, recording examination results, compiling student records, assisting in organising off-site activities.
Confidentiality:	The Learning Support and Enhancement Teacher Aide upholds the highest standards of confidentiality when dealing with sensitive information concerning either the College or any member of its community. The Learning Support and Enhancement Teacher Aide complies with all policies and procedures of the College.

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following competencies, skills, qualifications and experience.

- Positive attitude and a willingness to be involved with children.
- Genuine interest in families and students.
- Demonstrated sound personal qualities of tact, confidentiality, reliability and an ability to work with others both individually and as a member of a team.
- Basic understanding of occupational health and safety, equal employment opportunity and anti-discriminatory practices and behavior as applied in a work environment.
- Willingness to undertake specific training to enhance the program as necessary.
- Communication skills of a high order incorporating abilities in integrity, tact, maintenance of ethical conduct, confidentiality and client interests
- Sound organisational and problem solving skills
- Ability to work independently and use discretion in the absence of decision makers
- Certified First Aid Training
- Customer service focus
- The ability to obtain and maintain a Working with Children Blue Card.

St John's Anglican College Statement of Effective Support Services

The College believes that the success of support staff will occur when they are committed to the provision of quality professional services for staff, students and families, which adds value to the College's operations and programs. This will be achieved through:

- Providing quality client service
- Pastorally caring for students as appropriate
- Supporting teacher's work
- Working efficiently and harmoniously
- Participating in and supporting teamwork
- Being flexible and open to learn new ways
- Embracing fully the use of technology

Critical to our success will be an approach that:

- Embodies the values and standards of the College
- Adopts a personal approach to client service
- Demonstrates efficiency, accuracy and competency in our work
- Is proactive
- Seeks continuous improvement through opportunities for training and development

Important information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to this position must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.