



Position Description

Teacher Assistant – Learning Enhancement

Position Summary

The role of the Teacher Assistant (TA) at the Learning Enhancement Centre (LEC) is to work with teaching staff to monitor and assist in the development and implementation of learning programs to cater for the educational requirements of students with additional learning needs and support student learning.

The key position objectives are:

- Support students with additional needs in the classroom;
- Monitor and assist in the development and delivery of individualised education initiatives and programs in consultation with the LEC Coordinator;

Accountability

All positions within the College will support the Mission and Vision of Marist Regional College as a Catholic College. Interacting with our colleagues, schools and the community requires all employees to promote and support the Catholic identity.

It is expected that all duties will:

- Be consistent with Catholic identity, College Mission, Vision, and Values;
- Be conducted in accordance with Marist Regional College Values, policies and the identity;
- Promote the Catholic identity in all dealings within and on behalf of the College.

Authority

Teacher Assistants are appointed by the Principal in consultation with the Deputy Principal Learning and Teaching and the LEC Coordinator. Teacher Assistants have direct responsibility to the LEC Coordinator.

Key Relationships

Internal Principal, LEC Coordinator, Teachers, Students and other non-teaching staff as required.
External Parents, visitors, local community.

Work Health & Safety

This Position is classified as a 'Worker' under the Work Health & Safety Act (Tas) 2012, and the employee is responsible to undertake duties specified as 'Worker' for the purpose of this Act.

In addition, all employees of MRC are required to:

- Cooperate with the College in relation to activities taken by MRC to comply with WHS legislation;
- comply with the Work Health & Safety Act (Tas) 2012;
- adopt work practices that support WHS programs e.g. e-learning modules;
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace;
- seek guidance for all new or modified work procedures;
- ensure that any hazardous conditions, near misses and injuries are reported immediately;
- participate in meetings, training and other environment, health and safety activities where required;
- not wilfully place at risk the health or safety of any person in the work place;
- not wilfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

Tasks & Responsibilities

Tasks involved in this position are, but not limited to:

- a) Assisting students with additional learning needs in the classroom environment across all subject areas;
- b) Working in small group and individual tutoring situations with students who require remedial programs;
- c) Supporting in the development of resources and learning packages for students with additional learning needs;
- d) Assisting students with additional learning needs to develop and maintain positive behaviours in the classroom;
- e) Participate in the Individual Education Plans (IEP) process for students with additional learning needs;
- f) Participating in planning meetings with the Special Needs team;
- g) Undertaking required professional learning or training as required;
- h) Contribute to the culture of educational growth and development at the College.

The Key Tasks of the Teacher Assistant (LEC) can be varied or changed by the Principal as circumstances require after appropriate consultation with the Teacher Assistant and the LEC Coordinator.

Knowledge, Skills and Experience (Selection Criteria)

1. *Essential requirements of the position;*

- a) Qualification in a related discipline and/or Cert III in Education Support or willingness to undertake;
- b) Satisfactory National Police check and current Tasmanian Working with Children Registration;
- c) Previous experience in a school support role or similar with students with special learning needs;
- d) Demonstrated ability to work independently and as part of a team;
- e) Excellent verbal and written communication skills;
- f) Demonstrated computer and technological proficiency at a basic level;
- g) Ability to maintain confidential, accurate, up to date and detailed records;
- h) Willingness to continually develop professional learning;
- i) Understanding of and ability to contribute to the mission of Marist Regional College as a Catholic school.

2. *Desirable requirements of the position;*

- a) Understanding of Tasmanian Catholic Education Commission policies and their implications for policies and practices at the College;
- b) Ability and willingness to assist teachers and support students across all subject areas and year levels (7-12).

Acceptance of responsibility

I have read and understand the above expectations of the role and will undertake the tasks and duties to the best of my ability:

Employee:

Name

Signature

Date