

ROLE DESCRIPTION



Role title:	Teacher Assistant – Learning Enrichment
Classification:	Teacher Assistant, Level 2
School:	Marist Regional College
Is responsible to:	Learning Enrichment Centre Coordinator
Key relationships:	Teachers, school staff, students, parents, volunteers

ROLE ACCOUNTABILITY

The Teacher Assistant – Learning Enrichment, is accountable for the effective delivery of quality educational support for students to enable enhanced learning outcomes. The role provides support to teachers in the delivery of defined educational programs and activities and interventions for students.

Within the role the Teacher Assistant supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

The Teacher Assistant is responsible to the Learning Enrichment Centre Coordinator but will work under general supervision and direction of a teacher.

KEY RESULT AREAS

Effective learning outcomes for students

- Provide support to the teachers in the delivery of educational programs to students.
- Assist students with additional learning needs on an individual or group basis in specific learning areas.
- Assist student learning, where discretion and judgement is required, including providing more individualised approaches, tutoring and intervention strategies, and assisting in identification of learning needs and evaluation of progress.
- Assist teachers to support participation and learning for students across the full range of physical and intellectual abilities and from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Assist with the collection, preparation and distribution of learning packages and resources.
- Work with students to use specialised technology where required.
- Support students in class work as required by classroom teachers.
- Assist students with school routines including timetables, lockers, homework, and develop and maintain positive behaviours in the classroom.
- Assist students with the safe, responsible and ethical use of information communication technology (ICT).
- Provide basic physical, social and emotional care for students, and specific personal care where necessary for example assistance with meals, toileting and lifting.
- Assist students on excursions and special events.

- Participate in the monitoring, evaluation and reporting of student learning and programs.
- Communicate to teachers any difficulties, concerns and successes experienced by students or parental concerns.
- Support students with challenging behaviours in accordance with organisational policy and guidelines.
- Supervise students in study group or small group activity settings (conditions apply).
- Undertake yard duty (conditions apply).

Team effectiveness and collaboration

- Support and assist teaching and other school support staff to deliver effective student outcomes.
- Work collaboratively with other members of the school community, including parents/guardians, caregivers and volunteers, to enhance student outcomes.
- Develop positive relationships with colleagues and other members of the school community and maintain a positive and professional demeanour at all times.
- Maintain a positive attitude towards new and different ideas and approaches.
- Attend, as required, meetings as convened by teachers or by the school.
- Respect and protect staff, student and family privacy and confidentiality.

Personal effectiveness

- Demonstrate integrity and meet the standards of conduct expected.
- Participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice.
- Overcome obstacles and recover and learn from setbacks through self-development.
- Participate in staff learning programs and attend appropriate professional learning (PL) opportunities when required.
- Seek and apply constructive feedback from supervisors and teachers to improve knowledge and practice.

Resources and organisation

- Plan and organise work flow to accomplish established objectives.
- Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- Consider the environment and minimise waste.
- Undertake administrative duties relevant to the role.

Safety and professional standards

- Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
 - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
 - contribute to safe systems of work.
- Create a safe and welcoming learning environment for children and young people congruent with legislative and organisational Child Safe requirements.
- Undertake Catholic Education Accreditation requirements associated with the role.
- Adhere to the requirements of the role in accordance with the professional standards expected of Catholic Education Tasmania and all organisational policies, procedures, codes of practice, guidelines and applicable laws.

PERSONAL CAPABILITIES

- Committed to supporting student outcomes through a service orientation.
- Able to relate to students with varying needs.
- Able to interact appropriately with colleagues, students and parents for different purposes and in different contexts.
- Able to establish and maintain collaborative working relationships.
- Able to apply literacy, numeracy and reasoning skills to effectively undertake role.
- Able to perform effectively in environments with competing demands.
- Able to exercise judgment and discretion in undertaking duties.
- Able to use initiative to resolve problems and conflicts in a constructive manner.
- Flexible and dependable.
- Committed to professional integrity.

SELECTION CRITERIA (Knowledge, Skills and Experience)

Essential

- Current Tasmanian Working with Vulnerable People Registration for Employment
- National Police Check clearance or preparedness to attain
- Certificate III in Education Support or preparedness to attain
- Previous experience in a school support role or with students with special learning needs
- Demonstrated ability to work independently and as part of a team
- Excellent verbal and written communication skills
- Demonstrated computer and technological proficiency at intermediate level
- Ability to maintain confidential, accurate, up to date and detailed records
- Willingness to continually develop professional learning
- General understanding of, and ability to contribute to, the mission of Marist Regional College as a Catholic school

Desirable

- Ability and willingness to assist teachers and support students across all subject areas and year levels (7-10)
- Current First Aid Certificate or CPR certification
- Protective Handling Practices training
- Manual Handling training
- Understanding of Tasmanian Catholic Education Commission policies and their implications for policies and practices at the College

ENVIRONMENTAL CONDITIONS AND PHYSICAL DEMANDS

Teacher Assistants work mostly indoors in classrooms, libraries and other school buildings.

They may undertake yard duty and accompany school classes on field trips, outdoor activities and camps at times. The physical demands of the role may involve frequent sitting, walking and fine motor skills, and occasional standing, kneeling, squatting/crouching, lifting, carrying, pushing, pulling and reaching.

Teacher Assistants will be expected to use a variety of teaching aides, specialised equipment and resources and may be required to undertake a range of protective handling and manual handling techniques.

ACCEPTANCE OF RESPONSIBILITY

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

Employee:

Name

Signature

Date