

# LAUNCESTON CHRISTIAN SCHOOL

## POSITION DESCRIPTION



<b>POSITION TITLE:</b>	Relief Teacher Aide
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<b>APPOINTED BY:</b>	Board of Directors/Principal
<b>RESPONSIBLE TO:</b>	ESU Coordinator and Business Manager
<b>AWARD/POSITION CLASSIFICATION:</b>	LCS Support Staff Enterprise Agreement / Aides I

### POSITION SUMMARY

The Teacher Aide provides assistance to the teacher(s) by assisting with the supervision and learning of students. Providing support and assistance to students with high and/or additional needs including but not limited to students with physical and/or intellectual disabilities and students with behavioural issues.

Working under the direction of the class teacher, the Aide is responsible for the efficient completion of tasks as directed. This may involve working with an individual or small group in a teaching situation. Teacher Aides work both within the classroom and in alternative learning environments such as outdoors or the learning centre.

The teacher aide will be called upon to modify, model, explain and teach the concepts being studied.

### KEY RESPONSIBILITIES

<b>Student Support</b>	<ul style="list-style-type: none"> <li>• Working with an individual or small group in a teaching situation;</li> <li>• Support the implementation of individual education programs (IEP's);</li> <li>• Modification of class materials for specific student needs such as rewriting worksheets or simplifying text passages;</li> <li>• Support the general class behaviour management program through rule reminders, encouragement and modelling;</li> <li>• Support specific students behaviour management – strategies may include:</li> </ul>
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	<ul style="list-style-type: none"> <li>○ Holding or restraining the wrists of a student when they are endangering themselves or someone else whilst assistance is sought;</li> <li>○ Walking with a student to provide time to calm – this may involve holding a student’s hand or just walking nearby;</li> <li>○ Assisting the teacher to remove a student from the class when directed (for example: holding a wrist and shoulder to guide the student to a safe space);</li> <li>○ Following or assisting to locate a student who has absconded (this may be by shadowing a student who has left the classroom);</li> <li>● Report unacceptable student behaviours to the class teacher;</li> <li>● Support and abide by any specific student Behaviour Management Plans developed in conjunction with parents and other professionals;</li> <li>● Attend excursions and camps as required to provide specialised care for students with disabilities;</li> <li>● Be prepared to assist students with toileting, and personal hygiene matters at times;</li> <li>● Participating in daily PE activities;</li> <li>● Assisting with specialised programs such as the Bike Program, Water Safety, Outdoor Ed, 3-6 Interschool Sport and School Carnivals;</li> <li>● Encourage and where necessary facilitate appropriate social interaction between students;</li> <li>● Assist with organisation of personal belongings of students as required.</li> </ul>
<b>General Administration</b>	<ul style="list-style-type: none"> <li>● Keep accurate notes and fulfil administration required within the Educational Support Unit;</li> <li>● Help prepare materials for lessons such as photocopying, laminating, binding, photographing or creating electronic documents;</li> <li>● Assist with maintaining tidy work areas/general classroom organization eg: pencils are sharp, textas work, prepare work for display etc;</li> <li>● Assist with the cleaning of classroom equipment as required eg. wiping tables and chairs with disinfectant</li> </ul>

## OTHER RESPONSIBILITIES

- Other reasonable duties as required by the classroom teacher or ESU Coordinator;
- Support the other Aides and members of the ESU Team;
- Bringing a Christian perspective to bear in all aspects of work;
- Participating in staff appraisals;
- Adhering to the Launceston Christian School's Code of Conduct;
- Attendance at staff meetings when required;
- Undertaking relevant training and development as and when required;
- Staff are expected to comply with all school policies

## WORKPLACE HEALTH & SAFETY

As a 'Worker' under the Work Health & Safety Act 2012 (Tasmania):

- Adhere to all 'reasonable care' requirements of a Worker under Section 28 of the Act (summarised as follows):
  - (a) Take reasonable care for his/her own health & safety
  - (b) Take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
  - (c) Comply, so far as the worker is reasonably able, with any reasonable instruction that is given by the Board/Leadership to allow the person to comply with this Act
  - (d) Co-operate with any reasonable policy or procedure of the School relating to health and safety
- Report any potential hazards or perceived risks promptly using the School's online forms
- Report any Incidents involving injury to themselves or others as soon as possible
- Complete an online Health & Safety Induction every 2 years

## WORKING CONDITIONS

- Moderate pressure & fatigue may be present in this position due to exposure to stressful situations; dealing with students who are difficult or experience challenging behaviours. Frustration may occur due frequent and spontaneous change of daily plan. High level of movement, sitting and standing.
- Working in Junior classes will involve frequent bending, sitting on child size furniture and working with students on the floor.
- Working outside in variable (unpredictable) weather conditions (including cold, rain and hot sun).