

LAUNCESTON CHRISTIAN SCHOOL

POSITION DESCRIPTION



POSITION TITLE:	Teacher Aide (Years 7 – 12)
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APPOINTED BY:	Board of Directors/Principal
RESPONSIBLE TO:	ESU Coordinator and Business Manager
AWARD/POSITION CLASSIFICATION:	LCS Support Staff Enterprise Agreement / Aides I and Aides II (dependent on qualifications)
HOURS OF WORK:	8:30am – 3:30pm Monday to Friday (Term Times only) Days/Hours negotiable

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. The successful applicant must have the ability to work with years 9-12 Mathematics and English.

KEY RESPONSIBILITIES

Student Support

- Working with an individual or small group in a teaching situation;
- Support the implementation of individual education programs (IEP's);
- Modification of class materials for specific student needs such as rewriting worksheets or simplifying text passages;
- Support the general class behaviour management program through rule reminders, encouragement and modelling;

	<ul style="list-style-type: none"> • Support specific students behaviour management plans; • Report unacceptable student behaviours to the class teacher; • Support and abide by any specific student Behaviour Management Plans developed in conjunction with parents and other professionals; • Attend excursions and camps as required to provide specialised care for students with disabilities; • Be prepared to assist students with toileting, and personal hygiene matters at times; • Participating in daily PE activities; • Assisting with specialised programs such as Life Skills; Bike Program, Water Safety, Outdoor Ed, Interschool Sport and School Carnivals; • Encourage and where necessary facilitate appropriate social interaction between students; • Assist with organisation of personal belongings of students as required.
General Administration	<ul style="list-style-type: none"> • Keep accurate notes and fulfil administration required within the Educational Support Unit; • Help prepare materials for lessons such as photocopying, laminating, binding, photographing or creating electronic documents; • Assist with maintaining tidy work areas/general classroom organization eg: pencils are sharp, textas work, prepare work for display etc; • Assist with the cleaning of classroom equipment as required eg. wiping tables and chairs with disinfectant
OTHER RESPONSIBILITIES	
	<ul style="list-style-type: none"> • 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 as required

SELECTION CRITERIA

<p>Experience and Personal Attributes</p>	<ul style="list-style-type: none"> • Be committed and active in their relationship with Jesus Christ, and express that relationship in an appropriate Christian church community. • Ability to work with years 9-12 Mathematics and English. • Relevant experience or qualifications in Education Support or equivalent would be an advantage. • Demonstrate a passion and understanding of working with students with a range of disabilities and learning difficulties. • Sound oral and written communication skills, including the ability to interact with students, teachers and other stakeholders in students' learning. • Work as part of a team, ensuring communication and ability to work with a variety of people.
<p>Conditions of Employment</p>	<ul style="list-style-type: none"> • Conditions of Employment are outlined in the Launceston Christian School Support Staff Enterprise Agreement; • All staff are expected to comply with all School policies and adhere to the Staff Code of Conduct; • Must hold a current Working with Vulnerable People (Employment) card; • Able to successfully complete Basic First Aid certification