

LAUNCESTON CHRISTIAN SCHOOL

POSITION DESCRIPTION



POSITION TITLE:	Casual Teacher Aide
APPOINTED BY:	Principal
RESPONSIBLE TO:	Education Support Unit Coordinator
AWARD:	LCS Support Staff Enterprise Agreement

ENVIRONMENT

Launceston Christian School is a co-educational independent K-12 Christian School which aims to provide a caring and stimulating environment for learning. The school is distinctively Christ-centred and is committed to providing effective spiritual, emotional, physical and academic support for all its students.

The school's vision is to glorify and honour God through Christ-centred education. The school motto – In Christ – *Wisdom and Knowledge*.

Our school core values are to:

- Live in obedience to God
- Act with humility, integrity and fairness
- To work with creativity and diligence
- To encourage participation and teamwork
- To be trustworthy and accountable to one another

POSITION SUMMARY

Bringing a Christian perspective to bear in all aspects of work, a Casual/Relief Teacher Aide is responsible for aiding and supporting teachers in the teaching and implementation of lessons in a manner which is consistent with the philosophy, policy and practice of Launceston Christian School.

Moderate pressure and fatigue may be present in this position due to exposure to stressful situations and dealing with students who may exhibit a variety of challenging behaviours.

You may work in multiple locations including indoor and outdoor environments, and there may be a high level of movement including sitting and standing. Working in primary classes will involve frequent bending, sitting on child size furniture and working with students on the floor.

CONTACT AND ALLOCATIONS

Engagement to work and allocations of classes will be directed by the ESU Coordinator or the Daily Planner. The ESU Coordinator will approve timesheets for submission to the Payroll Officer.

KEY RESPONSIBILITIES

Working under the direction of the class teacher to support the learning program. 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. You may:

- Help prepare materials for lessons such as photocopying, laminating, binding, photographing or creating electronic documents
- Modify class materials for specific student needs such as rewriting worksheets or simplifying text passages
- Support the behaviour management program through rule reminders, encouragement and modelling
- Encourage and where necessary facilitate appropriate social interaction between students
- Assist with organisation of personal belongings of students as required
- Keep accurate notes and fulfil administration required within the Unit
- Support other members of the Aide and ESU team
- Other duties as assigned by the ESU Coordinator

ATTITUDES AND PERSONAL QUALITIES

All staff at Launceston Christian school must demonstrate a personal relationship with Jesus Christ and be willing to support teaching from a Biblical worldview.

Attitudes:

- Supportive of the ethos of the School
- Understanding and supportive of all School staff
- Demonstrated maturity and capacity to relate to others in a positive and professional manner
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all School policies and practices
- Preparedness to be actively involved in our School community
- Demonstrated commitment to professional development
- An effective and positively contributing team member

Personal Qualities:

- Honest, trustworthy and ethical
- Friendly and approachable
- Considered, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, pro-active and demonstrated initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)

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 and 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
- Report any incidents involving damage to buildings, plant or equipment as soon as possible

CONDITIONS OF EMPLOYMENT

- Conditions of Employment are outlined in the Launceston Christian School Support Staff Enterprise Agreement and National Employment Standards
- Employees must be committed and active in their relationship with Jesus Christ, evidenced by regular attendance and engagement with a local church community. The expression of that faith will be consistent with LCS's Statement of Faith
- All staff are expected to comply with all school policies and adhere to the LCS Staff Code of Conduct
- Hold and maintain a current Working with Vulnerable People (Employment) Card (or ability to obtain)
- Eligible to work in Australia
- Annual completion of relevant Child Safety and Duty of Care online compliance modules

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Our organisation takes safeguarding children and young people seriously, and as an employee of Launceston Christian School, you are required to meet the behaviour standards outlined in our Staff Code of Conduct. You will receive a copy of the Code of Conduct as part of your onboarding.

In our delivery of services to children and young people, Launceston Christian School requires the highest level of ethical and moral practice. As part of your safeguarding duties, you are required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report **any** suspicions, concerns, allegations or disclosures of alleged abuse, to management
- report any breaches of policy by staff, however minor, to Launceston Christian School management
- maintain valid Working with Vulnerable People (Employee) documentation
- report to management any criminal charges or convictions you receive during the course of your employment that may indicate a possible risk to children and young people
- ensure all Launceston Christian School policy compliance is met in a timely manner