



Position Description

1. **POSITION TITLE:** TEACHER ASSISTANT

2. **SECTION:** Support Staff

3. **MAIN PURPOSE OF THE JOB:**

The Teacher Assistant supports the teaching team to ensure the efficient and effective running of school programs and delivery of high-quality student learning are maintained to a high standard in accordance with the School's mission, vision, aims, values and policies.

4. **POSITION IN THE SCHOOL:**

(a) **DIRECTLY RESPONSIBLE TO:** The Principal

5. **SCHOOL ETHOS:**

All staff are required to contribute to the maintenance of the Christ-centred caring atmosphere and support the mission and aims of the school to assist in ensuring that the principles of Lutheran Education and social justice are embedded within the school's curriculum, policies, programs and practices. Staff are required to be supportive of the ethos of the school by setting an example of personal conduct consistent with a Christian environment.

6. **KEY RESPONSIBILITIES:**

6.1 Major Responsibilities

Under the direction / supervision of teaching and administrative staff, the Teacher Assistant's responsibilities include but are not limited to:

- Providing educational program delivery assistance
- Providing classroom / program / event support (indoors, outdoors and during transitions)
- Preparing class / program resources
- Providing administrative support to teachers
- Undertaking supervision of students.

6.2 Specific Tasks

Providing educational program delivery assistance

- Assist with individual or group learning
- Assist with class / program activities
- Assist with supervision of students
- Assist with the preparation for and running of special events

Providing classroom / program / event support (indoors, outdoors and during transitions)

- Assist with the distribution, retrieval and storage of classroom and lesson materials and equipment
- Assist with the maintenance and care of classroom and outdoor equipment
- Assist with the preparation of displays and teaching aids
- Assist with the pastoral and physical care needs of students.

Preparing class / program resources

- Ensure the required resources are available and ready prior to the commencement of an activity
- Ensure resources are suitably packed up after activities / events.

Providing administrative support to teachers

- Undertake word processing and other ICT usage requirements as directed
- Photocopying as required
- Data backup and filing
- Assistance with student assessment and portfolio preparation and collation
- Undertaking of school-related errands and tasks as directed by teachers.

Undertaking supervision of students

- Assist with supervision during class activities and at special events
- Independently supervise small groups of students
- Maintain adequate supervision of students during break times
- Implement suitable relational management strategies.

6.3 General Tasks and Duties:

- (a) Provide appropriate pastoral care for, and develop positive and polite professional relationships with, all students, staff, families and visitors.
- (b) Work cooperatively with others and maintain good communication, interpersonal and time management skills.
- (c) Be a positively contributing team member within the School community.
- (d) Positively promote learning and best efforts.
- (e) Act within the law and maintain integrity, honesty and confidentiality in all aspects of work.
- (f) Attend meetings and professional development as required.
- (g) Carry out student supervision duties diligently and proactively to ensure student safety and wellbeing are maintained.
- (h) Maintain a neat, professional standard of dress, personal appearance and hygiene.
- (i) Adhere to all School policies and procedures.
- (j) Assist with the positive promotion of the School and act in accordance with its ethos.
- (k) Other tasks as reasonably directed by the Principal or their delegate from time-to-time.

6.4 Occupational Health and Safety:

Take all reasonable care to protect your own health and safety as well as that of other persons in the School, complying with all School occupational health and safety policies and instructions.

7. SKILLS and QUALIFICATIONS:

The Teacher Assistant is required to:

- (a) Maintain a current Working With Children Suitability Card (Blue Card).
- (b) Maintain a current Senior First Aid and CPR certificate.
- (c) Have good interpersonal and communication skills.
- (d) Have well developed organisation and time-management skills.
- (e) Have good numeracy, literacy and ICT skills.
- (f) Have a love of working with children in a positive, healthy and supportive manner.
- (g) Be able to work both independently and as a team member.

8. CONDITIONS of EMPLOYMENT:

- (a) The terms and conditions of employment shall be as detailed in the Queensland Lutheran Schools Enterprise Agreement.
- (b) The salary is based on the relevant experience level as outlined in the Queensland Lutheran Schools Enterprise Agreement.
- (c) A six (6) month suitability probationary period applies to this position.
- (d) Employment maintenance is subject to all relevant laws and policies, both current and future, being adhered to, as well as the satisfactory execution of the duties and tasks outlined in this Position Description.