



POSITION DESCRIPTION

Position Title:	Teacher Aide – Primary Learning Enrichment
Direct Report:	Head of Learning Enrichment Prep to Year 6
Executive Report:	Head of Primary
Staff Reporting:	Nil
Developed:	December 2012
Last Revised:	January 2020

Position Objective

The job of Teacher Aide – Learning Enrichment is for the purpose/s of providing support to the instructional program within the mainstream classroom, small group instruction and one-to-one instruction with specific responsibility for assisting in the supervision and instruction of special needs students, including those with low incidence disabilities; observing and documenting student progress; implementing specific plans for instruction; and assisting students by providing for individual health care needs.

Duties and Responsibilities

Primary Function

- Providing learning support and pastoral care for students with special needs.
- Providing constructive, positive and caring support to both the children and the teacher.
- Supplying relevant anecdotal/verbal observations about academic achievement and behaviour for informed decision making.
- Take part in ongoing professional development in the area of learning support and special needs.

Working with Small Groups and Individual Children

- Provide supervision and instruction to small groups of children in education activities including Literacy and Numeracy.
- Identify and share observations regarding students learning abilities and capabilities.
- Employ recognised strategies and be constantly aware of any individual child's needs especially those who may require additional support, e.g. using appropriate calming strategies and encouraging them when a task is too difficult.

Working with Children with Special Needs

- Drawing attention to observations regarding students' learning capabilities emphasising their strengths and weaknesses.
- Employ appropriate strategies to recognise individual student's special needs such as adaptive learning devices including hearing aids, computer software or wheelchair
- Attending and providing assistance at Assembly, off-site activities such as camps and excursions.
- Assisting students with exam and assessment tasks.
- Supervising with morning tea, lunch duties and toileting needs, e.g. supervise children to ensure a safe, hygienic environment for all children eating morning tea and lunch.



Administration Duties

- Photocopy materials required by teachers for school program and parent information.
- Have the technical skills to operate routine office equipment such as computer, photocopier, television, video and guillotine.
- Performing telephone duties and liaise with administration staff accurately relaying messages to the teacher concerned.
- Checking message reports and relaying all messages to the relevant person.
- Referring parents to the relevant teacher concerned regarding issues involving learning or social problems.

Working with Specialist Teachers

- Providing instruction to and supervision of small groups or individual children attending specialist lessons.
- Providing support to specialist teachers for lessons involving Music, Computers, Christian Education, Art, Sport and Library activities.
- Providing assistance in the implementation of specific aspects of the school program, e.g. Under 8's Day, excursions, Sports Day.

Supervision, Health and Safety

- Supervising children awaiting collection by parents, older siblings, ASC, swimming activities.
- Attending and caring for sick children including those suffering from minor injuries. Attending to children who have wet or soiled themselves.
- Supporting teachers administering medication to sick or injured children. Witnessing an accurate recording of medicine taken.

Preparation of Resources and Materials

- Preparing required resources for all daily activities in line with the specified school program.
- Preparing, maintaining and updating all materials for future use and advise teachers of stock quantities required.
- Providing assistance setting up a suitable learning environment.

General Cleanliness and Hygiene

- Ensuring learning materials are clean and prepared for daily use and activities.
- Ensuring that there is always a clean, tidy and hygienic working environment to the internal and external areas of the school.
- Maintaining a safe working environment for children by checking and reporting to the appropriate officer any items or areas requiring maintenance.
- Ensuring cleaning items are readily accessible to staff and inaccessible to children.

Selection Criteria

1. Proven successful experience in Early Childhood Education.
2. A high level of organisational, administration and communication skills
3. Knowledge of Workplace Health and Safety Guidelines
4. Flexibility and willingness to learn new skills
5. It is preferable that applicants have a Certificate III in Education Support
6. Current Blue Card or willing to obtain a Blue Card
7. Previous school experience in Special Needs or Learning Support would be well regarded



SUNSHINE COAST
GRAMMAR SCHOOL

Occupational Health and Safety

Staff employed with the Presbyterian and Methodist Schools' Association – Sunshine Coast Grammar School, have responsibilities relating to Occupational Health and Safety which require staff to recognise and support all of the School's Workplace Health and Safety Manuals, Policies, and Procedures, in addition to taking reasonable care to ensure the health and safety of yourself, and others at the workplace.

The PMSA is an equal opportunity Employer

Document Developed: December 2012
Document Updated: January 2020

The Presbyterian & Methodist Schools' Association – Sunshine Coast Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements.