



Position Title:	Teacher Assistant (Primary School)
Position Type:	Permanent Part time
Department:	Learning Support
Approved:	Deputy Principal
Hours per week / FTE	Part Time FTE
Award Classification	Classroom Support Services – Level 1-4

The aim of St Columba Anglican School is to be the most outstanding regional school in New South Wales. It is the product of the vision of a community - to build a school with access to all who want their children to achieve the highest standards of education and behaviour.

St Columba Anglican School is founded on faith. The Christian ethos is present in its caring philosophy and its concern to produce educated leadership. The School is a community school in the sense that its doors are open to all, so long as they are sympathetic to and support the School's Christian foundation.

Values are the heart of an organisation driving school culture, expectations, behaviours, and decision making. The St Columba Anglican School values, grounded in the Christian understanding of Faith, Hope, Truth and Love lay the foundation for our purpose and priorities for the future.

Rationale:

The Teacher Assistant is a pivotal role that supports both teachers and students at St Columba Anglican School.

The position is crucial for the effective support of students with specific and special needs, under the supervision of the Learning Support Team Leader. The role's primary function is to directly assist in the implementation of programs, support classroom learning activities, and help maintain an effective learning environment, thereby enabling all students to achieve the highest standards of education and behaviour.

Teacher Assistant Role:

The Teacher's Assistant, under the guidance of the Learning Support Team Leader (Primary) or his/her delegate will undertake a range of duties that may include, but not be limited to:



General

- Provide assistance with school routines.
- Support classroom learning activities
- Care for and management of identified students

Essential Personal Attributes

- Conflict management skills
- Strong emotional resilience
- Exceptional personal standards of honesty, integrity and professionalism
- Team Player
- Excellent presentation skills
- Possess a current Working with Children Check.

Essential Skills and Qualifications

- VET Qualification in Learning Support Cert III or Cert IV
- Classroom experience in a role as a Learning Support Assistant

Responsibilities

- Direct Student Support. Implementing individual and small group learning programs and individual transition programs. Ensuring personal care needs are appropriate to the individual student. Communicating with students and recording performance data during the implementation of individual programs.
- Supporting overall classroom learning activities. Assisting the teacher by minimising off-task, disruptive behaviours, keeping students on task, and managing the behaviour of disruptive students. Clarifying instruction by summarising the teacher's instructions step by step.
- Administering, monitoring, and reporting on the progress of specialised literacy and/or numeracy activities prepared by the teacher for small groups. Observing, recording, and charting behaviour. Utilizing computers, audio-visual equipment and technology as related to target students/small groups.
- Assisting the teacher with preparation of resources, preparing the classroom for daily activities, and managing routine administration like collecting teaching materials and homework.
- Supervising students on excursions, during sport, and in the playground (where required).
- Attending support meetings and participating in relevant staff professional in-service programs.

Notes

- Replacement allocations for teachers or teacher assistants who are on any form of leave or professional development will be overseen by the Team Leader Learning Support.
- Any information with regard to a student that needs to be communicated to a parent will be done so at the discretion of a teacher or other appropriate staff and does not fall into the role of Teacher Assistant.



- Teaching Assistants may be required to work across the Primary and/or Secondary School at any time, depending on the student's needs.
- The employee must adhere to all School policies and procedures as outlined in the Staff Handbook, including the Staff Code of Conduct, WHS procedures, and any relevant performance and complaints management frameworks.

Child Safety

St Columba Anglican School has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable to ensure adherence to the policies of the School, in particular those relating to the safeguarding of children.

General Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by St Columba Anglican School's Staff Code of Conduct, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

Conditions:

Salaries will follow current rates described in the *Independent Schools NSW (Support & Operational Staff) Multi Enterprise Agreement 2021* in accordance with the successful applicant's qualifications and experience. These positions are paid at the School Assistant rate relevant to the duties undertaken by the staff member.

Qualifications

Secondary: Higher School Certificate (or equivalent)

Tertiary / TAFE or VET Tertiary qualifications:

Professional registration/membership:

Licences: Driver's Licence (Car) (not essential),

Organisation Chart Relative to Position

The Manager's Manager: Head of Primary School / Head of Secondary School

The Immediate Line Manager: Team Leader Learning Support

This position: Teachers Assistant

Role Classification

Salaries will follow current rates described in the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025* in accordance with the successful applicant's qualifications and experience.



St Columba
Anglican School

Role Description

Approval

This position description accurately details the duties and responsibilities of Teacher Assistant.

Approved by the Deputy Principal on November 2025.