

JOB DESCRIPTION

Job Title:	Teacher's Aide
Location:	Mount Annan Christian College 347 Narellan Road, Mount Annan NSW 2567
Department:	Primary & Secondary
Reports to:	Diverse Learning or Year Group Coordinator
Employment Status:	Ongoing / Non-ongoing / Full-Time / Part-Time

Main Duties & Responsibilities

The primary responsibilities of a Teacher's Aide are to:

- Work under the supervision of the Diverse Learning Coordinator, Teacher or Class or Subject Teacher, assisting him/her in maximising learning outcomes for targeted students within a class. Whilst the Teacher's Aide supports and works alongside the teacher, the Aide does not replace the teacher
- Provide 1:1 support, partnered or group support for identified students, under the direction of the Diverse Learning Co-ordinator and/or the classroom teacher by attending timetabled in-class support. This will involve:
 - working under the direction of the classroom teacher
 - supporting the teacher with ideas on adjustments for sheets and activities (not modifying curriculum), in class where needed
 - meet occasionally with the classroom teacher so they are aware of upcoming work they will be assisting with
 - assist *all* students within the class as required
- Assist a student with a disability with educational support requirements that the student cannot complete independently
- Assist a student with mobility and orientation around the college, where necessary
- Assist the student in identifying and overcoming issues related to submitting assignments and facilitate the student's participation in a course of study by assisting with, but not completing, any of the work associated with that course of study
- Provide small group or 1:1 withdrawal support (for organised research-based courses – Multi-Lit, Mac-Lit, Quicksmart, KIT) for students, under the direction of the Diverse Coordinator
- Assist with Disability Provisions, as approved by the Diverse Learning Coordinator
- Complete administrative tasks under the direction of the Diverse Learning Coordinator (which may include but is not limited to):
 - Taking meeting notes
 - Organising readers and writers for special provisions
 - Entering student data into database and spreadsheets
 - Assisting with transition programs
 - Maintaining student files
 - Creating visual resources e.g. enlarging print
 - Completing daily records of students being supported (checked fortnightly by the Diverse Learning Coordinator). TAs will complete a Record of Support



form for each student supported. This record of support will be filed in the appropriate student's file to enable quick review of what support has been delivered to students who receive Commonwealth or extra funding from the govt.

- Other general administrative tasks as required by the Diverse Learning Coordinator.
- To assist with planning and the development of Individual Plans
- Provide regular feedback to the Diverse Learning Coordinator, on any student issues
- Participate as required on the playground, during sport lessons and music activities, in the library and on excursions and camps.
- Attend professional development as required by the School
- Accompany a targeted student on an excursion away from the school, where necessary
- Assist with assessments of individual students e.g. running records, select spelling and reading tests (SA Spelling, YARC etc.)

Skills & Experience

- Show patience, empathy, calmness, commitment and encouragement towards children
- Excellent organisation and planning skills
- Strong and effective communication skills
- Ability to work independently and as a team
- Be adaptable and flexible

Qualifications

Certificate III or IV in Education Support (desirable)
Working With Children Check