



Role Description

Teachers' Aide - Regis Campus

Department/Faculty	Regis
Reports To	Principal via Director of Regis Campus
Location	Regis Campus
Type of Employment	The position of Teachers' Aide - Regis Campus is an temporary, part-time position and the successful applicant will be required to work 22.8 hours per week.
Industrial Instrument	Independent Schools NSW (Professional & Operational Staff) Cooperative Multi-Enterprise Agreement 2025
Classification	Classroom Support Services Level 3

Saint Ignatius' College Riverview (the College) is a Catholic, Jesuit boarding school for boys from Year 5 to Year 12. Situated on the beautiful Lane Cove River in Sydney NSW, it has an enrolment of over 1600 students. The College is conducted by the Society of Jesus and is part of a worldwide network of Jesuit schools and universities.

Established in 1880, the College is committed to an education for each student that proposes Christ as the model for human life by promoting the spiritual, academic, social, physical and experiential growth of its students.

The educational program at the College is dedicated to the holistic formation of the human person and does so through the pursuit of 'human excellence'. We seek to form, in companionship with parents, young men who are competent, committed, compassionate and with a developed conscience. We seek to form young men who are for and with others.

Role Purpose

The Teachers' Aide is a member of the Regis Learning Enrichment Team which is inspired at all times by the highest Ignatian ideals of Companionship and Team.

The Teachers' Aide (Regis Campus) is responsible to the Director of Regis Campus and will be working with students in Years 5 and 6 and have a passion for primary education. On a day to day basis the Teachers' Aide will work under the direction of the Learning Support Teacher to support students with a range of learning difficulties.

Role Responsibilities

Critical Duties

- The implementation of individual education programs and individual transition programs.
- Providing opportunities for students to develop personal, social, independent success in the learning environment.
- Communicating with stakeholders in regard to student needs.
- Develop and implement appropriate educational programs (in collaboration with the classroom teacher).

Support teaching staff within the classroom.

Administration



ROLE DESCRIPTION

- Operating audio-visual aids, computers and other teaching equipment.
- Photocopying for learning support student needs.
- Performing minor clerical duties.

Selection Criteria

- Excellent communication skills, including both verbal and written
- Have experience working as a Teacher's Aide in a primary school environment
- Understand the requirements of working with students with additional needs
- Demonstrate the ability to work collaboratively with colleagues and parents
- Demonstrate confidentiality, reliability and sensitivity to students and their families
- Display empathy and compassion to the needs and abilities of students
- Demonstrate flexibility and initiative
- Have strong administrative skills, IT proficiency and attention to detail
- Demonstrate a commitment to continuous improvement and professional learning

The College

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

Saint Ignatius' College Riverview acknowledges the Cammeragal people who are the Traditional Custodians of the land upon which we are privileged to live, learn and teach. We pay our respects to Elders, past and present, and extend that respect to all First Nations people.

As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.
- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school

Safeguarding Children and Young People



ROLE DESCRIPTION

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Child Safeguarding policy and Code of Conduct. You will receive a copy of these documents as part of your onboarding. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also 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
- Ensure that your interactions with children and young people are positive and safe
- 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
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.