POSITION DESCRIPTION

Job Title:	Teaching Assistant - Preschool
Reports to:	Director of Preschool
Department:	Preschool
Date:	October 2026

TSS
THE SOUTHPORT SCHOOL

WE CHAMPION GOOD MEN.

OVERVIEW

> As one of the oldest schools in Queensland, TSS is steeped in tradition, yet delivers innovative academic and co-curricular programs providing the opportunity for boys to find their passion and strive to become the best version of themselves.

This wholesome blend of 'old' and 'new' world practices offers a nurturing environment for boys to comfortably mature into responsible, accomplished, and compassionate young men.

TSS is an Anglican day and boarding school, located on the Gold Coast's beautiful Nerang River, and is the city's only boys' school.

VISION

At The Southport School, our students and staff reach their full potential in a safe environment of brotherhood, respect and genuine caring. In partnership with families and our alumni, we challenge and support our students to become men who balance confidence with compassion. We contribute to the community and foster global citizens in the Anglican tradition.

MISSION

TSS COLLECTIVE GOALS

We encourage students and staff to model the TSS Circle.

Collaboration	Cultivate a cohesive school
Innovation	Grow opportunities for innovation
Reflection	Foster a culture of reflection and support
Community	Partner with our community
Legacy	Honour our history and protect our future
Evolution	Continuously improve our learning experience

VALUES

Our TSS values are the guiding principles that underpin our decisions and behaviour from Preschool to Year 12.

Teamwork	We work together in a spirit of trust, loyalty, inclusion, mutual respect, courage, and authenticity.
Scholarship	We learn every day with different approaches to bring a diversity of opportunities.
Service	We contribute positively to our classes, teams, school, families, and communities, learning to lead and improve the world in which we live.

MOTTO

Palmam Qui Meruit Ferat

Let whoever earns the palm bear it

CHILD SAFETY IN ANGLICAN SCHOOLS

Our Anglican schools, and education and care services are committed to promoting the safety, wellbeing and best interests of children, and to preventing, detecting and responding to child harm.

Every child has the right to be safe and feel safe.

As Anglican child safe organisations, we commit to:

- Implementing Queensland's 10 Child Safe Standards and the Universal Principle.
- Operating by Gospel values, which emphasise service, inclusivity, integrity, character, dignity, compassion, and justice.
- Providing children with exceptional pastoral care.
- Providing care that is physically, emotionally, psychologically and culturally safe.
- Taking all reasonable steps to protect children from exposure to harm.
- Empowering children to participate in decisions that affect them.
- Educating children about who to approach if they feel unsafe or have concerns.
- Instructing our community members on how to respond to complaints, concerns, and breaches of our conduct expectations.
- Maintaining effective processes for responding to concerns of child harm.
- Listening, learning, and seeking to improve.

You are required to understand your child safety obligations detailed in the Child Safe Education Policy & Child Safe Responses Procedures.

ROLE PURPOSE

The Teaching Assistant – Preschool plays a key role in supporting Preschool Teachers and Director of Preschool in the classroom, aiding in the preparation for the teaching program each day. The Teaching Assistant – Preschool assists in creating a nurturing environment for boys.

KEY RELATIONSHIPS

- Director of Preschool
- Preschool Teachers

KEY RESPONSIBILITIES

GENERAL

- assist in the creation of a nurturing environment which reflects the boys' backgrounds.
- to appreciate each boy as a unique personality, with individual abilities, needs and strengths.

- be conscious of promoting a positive and challenging learning environment.
- play a major part in ensuring that the learning environment is always safe and non-threatening.
- maintain a positive and supportive relationship with parents, whilst leaving all in-depth professional discussion regarding a boy's progress within the programme to the Class Teacher.
- act in a professional manner at all times.
- dress appropriately as befits an education practitioner in a practical role.
- support the mission of The Southport School and Code of Conduct through positive modelling of attitudes, values and work ethic, and affirming contributions to the school's professional environment;
- attend Chapel services as required.
- inform students (where appropriate) of personal expectations.
- present a positive image of the school in the public sphere.
- support and comply with the text and spirit embodied within the annual Prep Staff Information Book.

WORKING WITH THE STUDENTS

Operational responsibilities:

- prepare, and/or set up daily, the necessary materials/activities according to the written programme and teacher direction.
- assist and participate in all class activities through the school day.
- effectively always supervise all boys within his/her care.
- assist in the maintenance of developmental records concerning the boys.
- direct and guide the class to various areas around the school with control and order prevailing.

The Teacher Aide's part within the specific teaching programme shall be to:

- consult with the teacher regarding the programme requirement of each week.
- assist and guide activities in accordance with the teacher's instructions.
- change the available book selection every two weeks utilizing material compatible with the current theme. Naturally, the selection will be changed as the theme changes.
- set up the outside play area before school each day. (N.B. swings, sand play equipment and balls MUST be put out every day.)
- set up activities/learning areas ready to commence activities/lessons as per the timetable.
- maintain all writing instruments (pencils, crayons, texta pens, etc.) to an acceptably useful standard.
- maintain a clean learning environment as far as practical. Tables are to be wiped daily, and all activity areas kept tidy and in order.

Administrative responsibilities:

Within the assigned class the Teacher Aide shall have limited administration duties. They shall include:

- ensuring that a file is kept on each boy. That file is to contain his developmental profile and files are to be stored in a secure, accessible place.

- establishing and distributing a parent contact list at the beginning of the year. The list is to be maintained during the year, taking account of any changes in student/parent details. (Privacy rights mean that the submission by parents of details for publication is voluntary, and that parents must be informed by the information collector as to the purpose of said collection.);
- issuing all school notices through the Record Book on the appropriate day. (All notices are to have been approved by the Master before distribution.)
- delivering lunch orders and library bags at the designated times.
- participation in the lunch and play time supervision of boys through a yard duty roster system.
- attendance at all Prep Staff meetings as required or directed.
- attendance at all 'Whole School' staff meetings and 'Corporate briefings' as appropriate and as scheduled.

KEY QUALIFICATIONS AND EXPERIENCE:

REQUIREMENT	DETAIL
Cert III or Cert IV or Diploma in Early Childhood Education or a related qualification	Essential
Paid Blue Card (Working With Children Check)	Essential
Current First Aid Certificate	Essential
Criminal History Check Certificate	Essential

SKILLS AND ABILITIES

- Capacity for effective management to achieve agreed aide support goals.
- Demonstrated capacity to develop and manage interpersonal relationships and establish productive partnerships.
- Capacity for being accountable for the outcomes based performance of the area of responsibility.
- Strong time management and prioritisation skills – the ability to multi-task, meet deadlines, and work within agreed timeframes.
- Professional and appropriate written and verbal communication skills – the ability to utilise varied administrative programs – Outlook, OneNote, PowerPoint, Excel, etc.
- Demonstrated problem-solving abilities, and the ability to adapt to meet the operational needs of the department as and when required.
- The ability to manage, work within and for a number of teams, and in support of staff members and students – to work independently and efficiently.

Acknowledgement by Position Description Holder

«CandidateSignature_tag»