



# Mount St Benedict College

## Role Description

<b>Job Title:</b>	Teacher Assistant
<b>Reporting to:</b>	College Principal Through the Head of Department (Learning Support)
<b>Direct Reports:</b>	None
<b>Classification/Salary:</b>	Level 4, School Support Staff Salary Scale (School Assistant Stream)
<b>Hours:</b>	48 hours per fortnight (4 days per week)

*The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.*

### Purpose of the position

The Teacher Assistant is a member of the Learning Support Team. The role of the Teacher Assistant is to provide support for identified special needs students as they work to achieve the academic goals and social skills required for independent learning and confident participation in the College and wider community.

### Responsibilities & duties

1. Foster pastoral care of students with additional needs
2. Work directly with students with special needs to provide support in classrooms across all KLAs
3. Work with individual students, on a one to one basis
4. Implement modified curriculum programs for students
5. Negotiate alternative activity for students with special needs where classroom activity is inappropriate
6. Implement travel training programs for individual students as required
7. Provide support for students on work placements
8. Accompany students on excursions as required
9. Supervise small groups of students
10. Assist in teaching duties under the direction of a classroom teacher
11. Provide administrative support for Learning Support Teacher or classroom teachers when necessary
12. Keep a record of support strategies and curriculum adjustments in accordance with Individual Plan requirements and maintain these records for use in reviewing students' development.
13. General:
  - 13.1 Attend professional development and training required by the school and actively seek opportunities to increase knowledge, experience and skills held
  - 13.2 Take reasonable care for own health and safety and that of other personnel who may be affected by their conduct.
  - 13.3 Where appropriate opportunities present, become involved in the life of the College in order to promote community and contribute to objectives of the College, including attendance at staff, teachers and faculty meetings as required by the Head of Department, working with volunteers and work experience students, becoming involved in school events.
  - 13.4 Other duties as required by the Head of Learning Support and the Principal

## Person Specifications

	<b>Essential</b>	<b>Desirable</b>
Academic/Trade Qualifications	Certificate III in Educational Support (or willingness to acquire) or equivalent knowledge and experience through ongoing professional development	First Aid
	Working with Children Check	
Work Experience and Skills	General administration experience	Experience working within a school environment
	Good computer skills	
Personal qualities/behavioural traits	Good written and verbal communication skills	Attention to detail & record keeping
	Warm and friendly nature	
	Sensitive to feelings and needs of others	
	Able to relate to students and staff	
	Able to maintain confidentiality	
	Show initiative in identifying and resolving issues	
	Good organisational skills	
	Good time management skills	
	Ability to work as part of a team	
	Display a consistently high standard of ethical conduct, exhibiting honesty, integrity and understanding in accordance with the Good Samaritan ethos.	Embraces the Benedictine values of Pax, Hospitality and Stewardship of the College, through demonstrating empathy, efficiency, drive and commitment and a positive attitude

### Agreement:

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Letter of Employment and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties required by the Principal to support the College's compliance with its legislative obligations. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Managers Signature: \_\_\_\_\_

Date: \_\_\_\_\_