Diocese of Toowoomba
Catholic Schools

Role Description

Title:	**Teacher Aide**	School Location:	Toowoomba
Reports to:	Principal	Classification:	School Officer Level 2
School Name:	St Mary's College	Tenure:	Fixed term, Term time

1.0 Purpose

The Teacher Aide provides support to classroom teachers in preparing learning materials and the delivery of teaching activities. Under teacher direction, the Teacher Aide provides support to help students to achieve planned learning. The Teacher Aide assists staff in an administrative capacity and undertake other duties as directed.

The Teacher Aide assists the teacher in the functional responsibilities as outlined in the School Officers award at the appropriate level. The role holder is required to maintain up-to-date professional skills and knowledge.

The support provided by the role holder will be guided by:

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles and values
- relevant legislation, government requirements and best practice and
- Diocesan Strategic Plan, mission, vision, policies, directives, procedures and guidelines

2.0 Experience and qualifications

Essential

- Current **'working with children check'** positive notice issued by Blue Card Services, Department of Justice and Attorney-General, or a willingness to and ability to obtain
- Understanding and empathy for students with special needs.
- Ability to work effectively as a team member and closely with learning support and classroom teachers.
- Excellent organisational skills and ability to use initiative in planning tasks.
- Well-developed interpersonal and written communication skills.
- Demonstrated experience working with the Microsoft suite of products.
- Empathy with the values and ethos of the Catholic faith.
- Current First Aid Certificate.

Desirable

- Possess a Certificate III in Education Support or Certificate IV in Teacher Aide Studies, and/or previous experience working in a similar role in a school classroom.

...act justly; love tenderly; walk humbly with your God Micah 6:8

3.0 Key result areas

3.1 Assist student learning either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved.

3.2 Under direct supervision of a higher-level officer or members of the academic staff prepare and clear away materials for display/use in the classroom.

3.3 Perform within well-established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding and cutting.

3.4 Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.

3.5 Support students in relation to their physical needs.

3.6 The role holder has need to communicate with and to receive communication from both individuals and groups both internal and external to the school.

3.7 The role holder fulfils a demanding role. Qualities of initiative, maturity, confidentiality, loyalty and commitment are essential. The role holder must manage time well, be self-motivated and not be deterred by pressure, acting always with equanimity in the most trying of circumstances.

3.8 Contributes to and promotes the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS).

3.9 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

4.0 Statement of responsibility

The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.

The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.

The role holder will engage in performance reviews in accordance with TCS policy and procedure.

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Authority limits

Full authority is delegated from the Principal to produce the desired outcomes. Authority to commit funds is restricted to approved budget items and can only be authorised by the Principal.

6.0 Reporting and other relationships

The Teacher Aide reports directly to the Principal, who may delegate the day-to-day supervision of teacher aides to other school leaders or teachers. Other significant relationships exist with members of the Toowoomba Catholic Schools Office, the Executive Director and the members of the Executive Leadership Team (ELT).

7.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Executive Director: Catholic Schools

Name: Dr Patrick Coughlan

Signature: ……..

Date: ……./……./…….

8.0 Statement by employee

I have read and understood the role as it has been described above. I agree to be employed under this role description.

Teacher Aide

Name: …….

Signature: ……...

Date: ……./……./…….

Duties Statement

Teacher Aide

Typical duties performed include, but not limited to:

3.1 Assist student learning, either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved.

3.1.1 Working with students on specialised programs as directed by the teacher.
3.1.2 Implement appropriate Behaviour Management strategies.
3.1.3 In consultation with the classroom teacher, design and set up daily programs.
3.1.4 Providing specific literacy and numeracy support to students.

3.2 Under direct supervision of a higher-level officer or members of the academic staff prepare and clear away materials for display/use in the classroom.

3.2.1 Assisting the teacher to prepare for lessons by preparing materials or setting up equipment for students.
3.2.2 Preparing work samples.
3.2.3 Securing and charging digital resources.
3.2.4 Cleaning/Washing used resources.

3.3 Perform within well-established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding and cutting.

3.3.1 Administrative support tasks as directed by the teacher.
3.3.2 Copying and collating weekly activities.

3.4 Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.

3.4.1 Support students, individually or in small groups, to engage in academic tasks as directed by the teacher.
3.4.2 Preparing digital resources (iPads) for students' use.

3.5 Support students in relation to their physical needs.

3.5.1 In consultation with teaching staff, modify work tasks for students with individual needs.
3.5.2 Provide basic first aid for non-urgent medical issues.
3.5.3 Assist students with the changing of clothes that have been wet/soiled and ensuring the comfort of the student.

3.6 The role holder has need to communicate with and to receive communication from both individuals and groups both internal and external to the school.

3.6.1 Participate in parent meeting when requested by the classroom teacher.
3.6.2 Provide feedback to teachers regarding student participation in learning activities.

3.7 The role holder fulfils a demanding role. Qualities of initiative, maturity, confidentiality, loyalty and commitment are essential. The role holder must manage time well, be self-motivated and not be deterred by pressure, acting always with equanimity in the most trying of circumstances.

3.8 Contributes to and promotes the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS).

3.8.1 Contributing as a member of the School to achieve the strategies set out in the TCS Strategic Plan;
3.8.2 Attending Leadership Development as appropriate;
3.8.3 Documents and reports on the progress of initiatives in the TCS Strategic Plan as required.

3.9 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.

I have read and understood this duties statement. I agree to be employed under this duties statement.

Teacher Aide

Name: …….

Signature: ……... Date: ……./……./…….