



Tarremah Steiner School

Position Description

Title: Teacher's Aide

Award: Independent Schools (Non-Teaching) Award and NAPSA (National Agreement Preserving the State Award)

Section: Primary

Terms of Employment:

Permanent or fixed term, full or part-time, up to 76 hours per fortnight, 39 weeks per year.

Full Time Equivalent (FTE): various

This position description was written by the College of Teachers and the College reserves the right to give new directives and new interpretations to all teachers in accordance with the spirit of this position description and other policies of the school.

Duties

1. The TA will work under the direction of Learning Support and the classroom teacher
2. The TA will be aware of the specific needs of students identified with a disability or behaviour issue
3. The TA will assist with the implementation of the Learning Plans for the class
4. The TA will be ready to work with all students to promote educational, social and emotional development
5. The TA will assist with classroom instruction, providing support and guidance to students
6. When working with individuals or small groups, the TA will keep written records of student progress
7. The TA will assist with preparing resources for use with targeted students

Selection Criteria

Knowledge and Skills

1. Be willing to work as part of the Learning Support team
2. Possess strong interpersonal skills
3. Respond to training
4. To recognise that different students have different learning needs
5. To be able to demonstrate initiative and enthusiasm
5. To be able to develop good working relationships with students and staff
6. To uphold the ethos of a Steiner school education
7. To be prepared to undertake (on line) DDA training

Qualification and Requirements:

Essential Requirements:

- Current Working with Children/Vulnerable People check
- An Independent Health Assessment will be required for short listed candidates as part of the employment process.

Special Position Information:

Independent Schools (Non-Teaching) Award and NAPSA (National Agreement Preserving the State Award)

Work Environment:

The School is committed to high standards of performance in relation to Occupational Health and Safety. All employees are expected to participate in maintaining safe working conditions and practise and promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. The School is a smoke-free environment.

Code of Conduct

The School's Code of Conduct complements the Constitution and requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the School.

Direction/Supervision Received:

Directions and work priorities will be primarily set by the teacher, to achieve set outcomes, undertaken under routine supervision. The incumbent will be required to exercise initiative and judgement within established guidelines and procedures.

Authorised by: School Chair