



Teacher Aide - General

Position Description

Position Title:	Teacher Aide
Employment:	Permanent
Award:	Educational Services (Schools) General Staff Award 2010
Level/Salary:	Level 2.1 (Classroom support services grade 2)
Commencement Date:	
Full-time/Part-time:	Part-time (30 hours per week)
Weeks worked per year:	40 weeks (Term-time only)
Reports to:	Deputy Principal
Direct reports:	NA

CCC Commitment

Cooloola Christian College is committed to providing a child safe environment where students feel, and are, safe. The College maintains a zero tolerance for child abuse. Every person involved in the College has a responsibility to understand the important and specific role they play, both individually and collectively, to ensure that the wellbeing and safety of all students is at the forefront of every decision they make.

Position Objective

Work closely with teachers to actively support effective learning in every lesson for each student.

Qualifications, Skills and Knowledge

- Preferred work experience in education sector;
- Strong verbal communication skills;
- Ability to be an active and supportive contributor in a team environment;

Key Responsibilities

GENERAL

- Work with the class teacher to supervise individuals, or small groups during lesson time;
- Prepare teaching resources (eg. Photocopying, laminating);
- Implement specific instructional activities as directed by the classroom teacher;
- Set up and pack down of resources;
- Playground duty roster;
- Manage student medical conditions, if age or ability of the student requires adult assistance;

- Provide learning support for students with specific needs (based on an IEP or adjustments in Learning Plan prepared by the classroom teacher);
- Make observational notes of students where required;
- General administrative tasks as directed by the classroom teacher;

WHS

- Comply with WHS policies, safe work procedures, instructions and guidelines;
- Attend WHS information, instruction and training opportunities, as required, and apply learning;
- Perform all duties in a manner, which ensures health and safety of self and others;
- Support and promote health and safety in the work assuring assistance and reporting procedures are implemented and appropriate records are maintained.

Probation and Performance Review

A probation period of 12 months applies to this position. A check-in meeting will be arranged after six months to monitor progress. A performance review will be carried out after 12 months and completed annually thereafter.

Our values

As a Christian community, we seek to live according to Biblical guidelines and by modelling the way Christ lived when we walked amongst us.

Our values represent how we aim to be Christ-like in all that we do and say. Hence our values are reflected in our actions and behavior.

Every day, all members of our school community will strive to be:

Courageous

Learners

Excellent

Accountable

Respectful

I, _____, accept the position description as outlined above. I have been given an opportunity to ask questions about the contents and I understand the terms and conditions outlined in this document.

Signature of Employee

Date: _____

Last updated: March 2020

