



Teacher Aide Position Description

POSITION:	Teacher Aide
DEPARTMENT:	Junior College (Years 1 to 4)
RESPONSIBLE TO:	Principal / CEO
REPORTS TO:	Director of Teaching and Learning- Primary

POSITION STATEMENT

Sheldon College is an independent, co-educational, non-denominational College situated in Redland City, catering for students from 15 months of age through to Year 12. Our mission is “to provide a quality educational experience in an environment that encourages and enables our students to succeed in a constantly changing world”.

We provide a first class curriculum in the academic, sporting and cultural arenas and have access to state-of-the-art classrooms, laboratories, resource centres and studios, as well as cultural, performing arts and sporting facilities. This ensures we deliver on our commitment to provide outstanding education in a safe, secure learning environment, underpinned by our philosophy of Love, Laughter and Learning.

Our Teacher Aides play a vital role by supporting our Teachers to deliver excellence in education through commitment to our College Values:

- Student success
- Excellence in teaching and learning
- A safe, orderly and supportive learning environment
- Collaborative home, College and community partnerships
- Shared decision making
- Recognition and reward
- Service orientation
- Continuous improvement
- High standards in dress, appearance, behaviour and work habits
- Support for individual needs – intellectual, emotional, social, spiritual and physical.

POSITION OVERVIEW

The Teacher Aide provides the Director of Teaching and Learning and other academic staff with high level classroom support to deliver the highest quality teaching and learning for our students.

DUTIES AND RESPONSIBILITIES

The duties of a Teacher Aide may include a mix of any of the following activities: These activities are not exhaustive, however, and other relevant activities may be performed by teacher aides provided that such duties are appropriate having due regard to the nature, classification level and purpose of the position.

Assisting in the supervision of education activities, under the direction of a teacher. Specific Literacy and Numeracy duties may include:



- Working with small groups as well as individual students to develop conceptual knowledge and skills
- Assist students working with digital tools
- Conducting guided reading groups
- Conferencing with students during writing and spelling activities
- Conduct guided mathematical and problem solving activities
- Assisting with Science demonstrations
- Assisting students to research and find reference materials and complete projects
- Support for teachers in creating learning materials for students
- Assist with Visual Art lessons and preparation of materials and equipment
- Act as scribe or reader for student assessment
- Provide administrative support including typing notes, programs, creating teaching materials and resources, collating and recording students' academic results, compiling students results records, filing, and helping organise off site activities
- Attend to reception and take phone and counter enquiries as required
- Assisting with the management and stocktaking of equipment and resources
- Communicating effectively and displaying high level of interpersonal skills to function as an effective team member
- Assist in maintaining equipment, resources and classroom supplies, including art and craft resources, ICT resources, and outdoor/play equipment
- Order stock, stationary and other consumables as required
- Clean work areas and equipment
- Assist with playground duty, bus supervision, sporting activities and school excursions
- Maintain effective relationships with students and parents
- Contribute to the welfare, well-being and safety of students
- Ensure behavioural standards expected of all children enrolled in the College are maintained and comply with the 4C's of Courtesy, Consideration, Co-operation and Common Sense
- Maintain high standards of dress and appearance, actively promote the College's Values and adhere to the College's Staff Code of Conduct, Duty of Care Handbook, workplace health and safety requirements, as well as any other policies, procedures and guidelines
- Any other duties as required

POSITION REQUIREMENTS

ESSENTIAL

- Strong focus on customer service
- Proficiency in MS Office (Word, Excel, PowerPoint)
- Attention to detail
- High level communication skills
- Ability to establish effective working relationships and collaborate in a team environment
- Effective time management skills with the ability to manage competing priorities
- Initiative and ability to work autonomously with limited supervision
- Ability to establish rapport with parents and students
- Ability to maintain confidentiality
- Experience/skills in supporting student learning through the delivery of remedial strategies/ programs
- Eligible to hold a Working with Children Blue Card – Commission for Children and Young People

DESIRABLE

- Knowledge of current digital tools to engage students and support curriculum offerings
- Skills in developing and managing digital and physical resources for programs

Applications should be addressed to the Principal and emailed to: recruitment@sheldoncollege.com



CONDITIONS OF EMPLOYMENT

This position is subject to the provisions of the Sheldon College Corporate Staff Certified Agreement 2015. It is expected that the successful applicant will commence duties as soon as possible.

Salary	The salary offered will be commensurate with the qualifications and experience of the successful applicant.
Superannuation	Statutory Superannuation of 9.5% will apply.
Sick Leave	10 days per year.
Annual Leave	4 weeks per year and 17.5% Leave Loading.
Long Service Leave	10 weeks after 7 years full time service.
Corporate Uniform	All employees are required to wear Corporate Uniform which is available from the Sheldon College Uniform Shop at your own expense.
Performance Review	A performance review will be conducted annually.
Working with Children	The issue of a positive notice from Blue Card Services (Public Safety Check Business Agency).