

# Teacher's Aide Position (Term 1 Contract\* 2021)

## Description

A position exists for a Teacher's Aide in our Infants Department who is enthusiastic and possesses excellent personal and interpersonal skills.

The Teacher's Aide will work closely with the classroom teacher to provide the best possible options and supports to inspire and challenge students within their care.

The Teacher's Aide must actively support and promote the values of Border Christian College, be highly professional in all aspects of the role and display proficiency in the areas of organisation, communication, consultation and decision-making.

The person appointed to this position is accountable to the Head of Primary and responsible for assisting with the integration into the general school program of students and when required with other general duties at the College.

This position will involve working in co-operation with the Head of Primary and the class teacher. It is a position that will involve a variety of functions and will require a flexible approach to all the tasks required.

## Duties and Responsibilities

- Support for teachers in providing learning materials for students at risk.
- Working with small groups as well as individual students.
- Use of computers when working with students.
- Work with the class teacher to develop literacy and numeracy skills.
- Assisting in the supervision of education activities, under the direction of a teacher.
- Assisting teaching staff with playground supervision.
- Assisting teachers and students with sporting activities and with school excursions.
- Displaying respect and empathy for students.
- Displaying confidentiality, tact, reliability and sensitivity to students and their families.
- Communicating effectively and displaying high levels of interpersonal skills to function as an effective team member.



- Maintaining anecdotal records on students for use in reviewing student's development.
- Assist in preparing, storing, making available and clearing away teaching equipment and materials.
- Management, care and stocktaking of equipment and resources.
- Contributing to the welfare, health and safety of students including the delivery of first aid.
- Perform other duties as required by the Head of School, Deputy Principal or Principal.

## Requirements and Qualifications

- Working with Children Check Clearance
- Certificate IV or higher qualifications in Education support and care
- Willingness to undertake first aid training relevant to the role
- Ability to work with students with emotion, physical or intellectual disabilities.
- Awareness of the needs of student with emotional, physical or intellectual disabilities.
- Prior experience working with students with disabilities desirable.
- Demonstrated ability to work effectively as part of a team.
- Effective communication skills.
- Willingness to learn and to grow with the college.

## Hours

- Monday to Friday, 8:30am – 3:30pm, **Term 1 contract\* only with the potential for extension depending on student numbers.**

Please forward applications to the College Principal Jodie McDonald via email [principal@alburybcc.nsw.edu.au](mailto:principal@alburybcc.nsw.edu.au)