



## POSITION DESCRIPTION TEACHER ASSISTANT

<b>College:</b>	Emerald Christian College
<b>Location:</b>	6373 Gregory Highway, EMERALD QLD 4720
<b>Position:</b>	Teacher Assistant
<b>Reporting to:</b>	Executive Principal, Mrs Rhonda Davis
<b>Salary:</b>	As per the Educational Services (School) General Staff Award 2020
<b>Status of Employment:</b>	Part-time, term-time

### 1. Role Overview

The role of the Teacher Assistant is to assist Primary and Secondary teachers in facilitating learning programs suitable for students with specific learning needs.

### 2. Purpose of the Position

- Provide support to the classroom teacher and assist students as directed by the teacher
- Establish with the classroom teacher achievable program adjustments
- Engage students in their learning to improve and progress successfully
- Prepare and establish a safe learning environment

### 3. Selection Criteria

- Demonstrate an ability to work under the direction and as a member of a team
- Demonstrate an ability to communicate effectively with children and other stakeholders as relevant
- Experience in supporting children who present with challenging behaviours and specific needs is preferred
- A willingness to be trained in educational programs, which may include self-care, toileting, high medical needs, and social skills

### 4. Role, Responsibilities and Accountabilities

- Practice confidentiality in response to all aspects of the role
- Assist student learning, either individually or in groups, under the direct supervision of the teacher
- Perform within well-established routine tasks associated with the mass production of printed material, including collating, stapling, binding, folding, cutting etc.
- Take responsibility for and exercise a high level of initiative in accomplishing educational objectives
- Under the direct supervision of a higher-level officer or a member of the academic staff and within well-established routines:
  - Perform tasks of limited complexity associated with classroom learning, e.g. preparing, implementing and supervising learning programs
  - Support students in their learning needs
  - Contribute to student observation and some record keeping

### 5. Qualifications / Minimum Requirements

- Certificate III in Care and Education Support (working towards or committed to attain)
- The applicant is in possession or able to obtain a Blue Card