

# Teacher Assistant – Special Learning Needs

## ROLE DESCRIPTION

Position Title:	Teacher Assistant – Special Learning Needs
Team:	Learning Support
Accountable to:	Principal through the Learning Support Coordinator
Accreditation Level:	Accreditation to Work in a Catholic School
Date Last Updated:	April 2022

## INTRODUCTION TO THE COLLEGE

Irene McCormack Catholic College is a co-educational secondary College with students in Years 7 to 12. The College serves the Catholic Parish of St Andrew's and the Communities of the Northern Suburbs and was established in 2002. The College was named after Sr Irene McCormack. The heart of the College mission is to nurture the formation of the full humanity of the individual student as reflected in the College motto – 'Prayer, Service, Justice'. This mission is encompassed in all learning activities including the Christian Service Learning program. The College has effective Pastoral Care and Student Leadership programs and structures. Striving for excellence permeates all facets of College life and our students consistently rise to the challenge.

A Teacher Assistant – Special Learning Needs supports the College's main objective of teaching and learning of students through assisting teachers in delivering planned education programs and encouraging a supportive and inclusive learning environment. Employees at this level work under direct supervision performing routine tasks that require basic competencies and using established methods and procedures. Employees may develop some autonomy relating to their level of competence, experience and knowledge.

## CORE REQUIREMENTS

The following selection criteria are identified as being required to achieve the outcomes in the context of this position. Applicants will need to provide evidence of their capacity to transfer their knowledge and skills to achieving the outcomes of this position.

- Demonstrate sound oral and written communication skills, including the ability to interact with students, parents, and teaching professionals.
- Demonstrate sound interpersonal skills including the ability to work as part of a team. Work in a collaborative manner with all teaching and administrative staff, students, parents, and teaching professionals.
- Demonstrate sound organisational skills that will assist in the delivery of effective educational programs to students.
- Demonstrate ability to assist with the general health and well-being of students.
- Be supportive of the Catholic ethos of the College.
- Maintain consistently high standards of student and family support in a professional and friendly manner.
- Knowledge and compliance with all policies contained in the Staff Policy Handbook.
- Demonstrate the competent use of information and communication technologies.
- Professional standard of dress and grooming.
- Demonstrate commitment to continuous professional learning.

## CONDITIONS OF EMPLOYMENT

The Teacher Assistant – Special Learning Needs (TA - Special Learning Needs) will be employed under The Roman Catholic Archbishop of Perth Non-Teaching Staff Enterprise Bargaining Agreement, 2014. Employment is also subject to Catholic Education Commission of Western Australia Policy Statements and school-based policy statements.

Remuneration will be dependent on experience.

## **FUNDAMENTAL RESPONSIBILITIES FOR ELIGIBILITY FOR EMPLOYMENT IN A CATHOLIC SCHOOL**

TA - Special Learning Needs should meet each of the following criteria:

- Possess a relevant Certificate in Special Needs Education.
- Desirable to have or be willing to work towards having relevant qualifications to work with children with high dependency needs.
- Demonstrate a commitment to Catholic values and teachings.
- Be willing to complete or undertake Accreditation to Work in a Catholic School.
- Hold a compulsory Police Clearance and a current Working with Children Check.
- Be willing to fulfil their professional responsibilities and delegated responsibilities.
- Appropriate vaccination requirements.

### **ROLE STATEMENT**

The TA - Special Learning Needs will apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualification.

The TA - Special Learning Needs is expected to:

- Assist the teacher in the delivery of planned education programs, including the operation of computers, and under teacher's direction, implements individual or small group programs or demonstrations.
- Assist with the preparation and maintenance of the learning environment by maintaining equipment, materials, and resources for use in classes.
- Assists the teacher with the general care and supervision of students on school excursions.
- Assists the teacher with the general care and well being of students, including attending to students with minor illnesses e.g. colds or minor first aid.
- Assists the teacher in the preparation and distribution of food when necessary.
- Assist with arrival and departure of students travelling on buses, if necessary.
- Assist students undressing, bathing, dressing, toileting and when necessary, cleans soiled clothing and areas.
- Assist with the management of resources by maintaining and updating inventory lists, monitoring stock levels and reporting these to the Learning Support Coordinator.
- Provides administrative support especially in the writing and uploading of relevant plans.
- Work in partnership with the Catholic Education community to raise the educational achievements of students with disabilities.
- Promote and maintain positive working relationships between the College, other schools and external agencies within the community.
- Wholeheartedly embrace the culture and vision of the College.
- Contribute actively to a team environment and embrace the concept of continuous learning.
- Promote the inclusion of students with disabilities within the College.
- Develop effective communication with families in the community.
- Demonstrate competent use of information technologies.
- Provide appropriate advice as required and arrange/participate in awareness sessions for students and staff.
- Support students with disabilities within the College setting and provide pastoral care.
- Assist with funding applications for relevant funding opportunities.
- Be aware of and advise on current Education Programs.
- Attend meetings and/or professional development as required by the Principal or Learning Support Coordinator.
- Willingness to take on co-curricular responsibilities (pro rata) within the College Community.
- Forge strong links amongst the students with disabilities, their families and staff of the College.
- Inform staff of issues relating to students enrolled within the College.
- Liaise with the Principal and staff on such issues as student attendance and transition from primary school to secondary school and secondary school to post-school pathways.
- Represent the College within the community as required.