

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.

An Teacher Assistant – Special Learning Needs supports the College's main objective of teaching and learning of students through assisting teacher 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.

- Demonstrated sound oral and written communication skills, including the ability to interact with students, parents and teaching professionals.
- Demonstrated sound interpersonal skills including the ability to work as part of a team
- Demonstrated sound organisational skills that will assist in the delivery of effective educational programs to students
- Demonstrated ability to assist with the general health and well-being of students.
- Be supportive of the Catholic ethos of the College
- Work in a collaborative manner with all Teaching and Administrative Staff.
- students, parents and teaching professionals
- 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.

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

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

- 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 responsible to the Principal, through the Learning Support Coordinator.

The TA - Special Learning Needs is expected to meet the following criteria:

- 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, displays and demonstration, and assisting the teacher clean and safe storage of items after classes and activities.
- Assists the teacher with the general care and supervision of students in out-of-class activities and 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 for the students 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 requirements and reporting these to the Learning Support Coordinator.
- Provides administrative Support.
- 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 dynamic 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.
- Show initiative, work independently and contribute to a team environment.
- Demonstrate effective communication skills with staff and students.
- Demonstrate competent use of information technologies.

The TA - Special Learning Needs could be expected to perform a range of tasks from those listed in the categories below.

PROFESSIONAL SUPPORT TO THE COLLEGE LEARNING ENVIRONMENT

- Provide appropriate advice as required and arrange/participate in awareness sessions for students and staff.
- Support students with disabilities within the classroom 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.
- Other duties as directed by the Principal or Learning Support Coordinator.
- Willingness to take on co-curricular responsibilities (pro rata) within the College Community.

HOME, COMMUNITY AND SCHOOL PARTNERSHIP (e.g. home liaison, building positive relationships, increasing enrolment)

- Forge strong links amongst the students with disabilities, their families and staff of the College.
- Home visits to parents/guardians to convey information on issues such as College policies and procedures, curriculum issues, Parent activities and decisions.
- Inform the Principal and 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.
- Assist with enrolment of children by informing and assisting families to overcome financial hardship through the availability of bursaries.
- Inform principals/teachers of current issues or trends.

SELECTION CRITERIA AND ESSENTIAL SKILLS

- Ability to work in a flexible working environment with teachers and students.
- Ability to work in small groups of students and with individual students.
- Ability to foster independent learning habits with students.
- Experience in a secondary school environment is preferred.
- Excellent interpersonal, communication and problem-solving skills.
- Demonstrated high level of written and oral presentation skills.
- Demonstrated ability to work successfully in a team.
- Commitment to continuous professional learning.