

Teacher Assistant

ROLE DESCRIPTION

Position Title:	Teacher Assistant
Team:	Learning Area
Accountable to:	Head of Learning Area
Date Last Updated:	December 2017
Accreditation Level:	Accreditation to Work in a Catholic School

1. INTRODUCTION TO THE COLLEGE

Irene McCormack Catholic College is a co-educational secondary College with 960 students. The College serves the Catholic Parish of St Andrew's, 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.

2. CORE REQUIREMENTS

- Be supportive of the Catholic ethos and teachings.
- Be supportive of the College vision, mission and values.
- Be willing to contribute and participate in Extra Curricular activities.
- Act according to the requirements of the College Code of Conduct.
- Professional standard of dress and grooming.

3. PROFESSIONAL COMPETENCIES

- Qualifications and/or experience relevant to the role.
- Effective oral and written communication skills, including the ability to effectively communicate and liaise with students, teachers and other professionals, parents and school community members.
- Responsible for providing support to the classroom teachers, and working in group or one to one sessions with students requiring additional learning support.
- A working knowledge of current literacy and numeracy practices useful in supporting students with additional learning needs.
- Can competently use Apple Technologies and Microsoft software and have knowledge of other assistive technologies to further support students with additional learning needs.
- Good organizational and time management skills and the ability to work independently are integral to the role.
- Desirable for a Cert IV in Training and Assessment Qualification to deliver certificate courses for specific students.
- A 'Working with Children' check and CrimTrac Police Check is required.
- Accreditation to work in a Catholic School.

4. PROFESSIONAL RESPONSIBILITIES

- Assist the teacher with the preparation for and supervision of students in classroom activities.

- Support students on camps, retreats, excursions, sporting carnivals and any other activity that requires specific supervision of students that may include before school, recess, lunchtime duties and examinations.
- Observe student performance and assist teaching staff to record relevant data to assess progress of students.
- Support the teacher with implementation of Education Plans.
- Support the teacher with implementation of behavior management plans and maintain appropriate records.
- Ensure the general health and wellbeing of students.
- Support the maintenance and use of specialised equipment including mobility devices, digital technologies and other assistive devices students may require.
- To deliver workplace preparation and work readiness programs for students undertaking a workplace learning experience.
- Assist students on work experience and liaise with employers, parents and relevant staff members to record student achievement and progress.

5. PERSONAL QUALITIES

- Outstanding interpersonal qualities and skills.
- Personal commitment to tasks undertaken.
- Enthusiasm and energy.
- High standard of organisational and time management skills.

SIGNATURE: _____

DATE: _____

PRINCIPAL: _____

DATE: _____