



Ascham School



Teacher's Assistant Position Description

Teacher's Assistant

Reports to: Coordinator of Learning Enhancement P-6

Department: Junior School

Job Description

Ascham values staff who demonstrate a positive and proactive approach to their work and have a willingness to participate in the life of the school. We look for vibrant, dedicated, professional and capable staff with initiative, empathy and a good sense of humour.

The Teacher's Assistant works under the direct supervision of the Coordinator of Learning Enhancement P-6 and is a member of the Learning Enhancement team. In doing so, the role supports student learning by working collaboratively with teachers to develop and implement strategies to allow students to access the curriculum across Key Learning Areas.

Core Job Role Accountabilities

Curriculum, Teaching and Learning Responsibilities

- Work with students - individually or in small groups organised by the Coordinator of Learning Enhancement P-6, and under the supervision of the Learning Enhancement and Classroom teachers.
- Assist during class activities, as required, to ensure maximum participation in programs
- Provide feedback to the classroom teacher on student participation and achievement in activities
- Assist in preparing resources to support student learning
- Engage in ongoing professional learning to update knowledge and practice, based on professional needs and School priorities
- Support students in developing a growth mindset and a commitment to improvement and personal growth.

General Responsibilities

- Set and maintain professional goals and standards, including participating in professional development and compliance training
- Positively and proactively contribute to the life of the school
- Demonstrate high levels of professionalism and confidentiality
- Assist other members of the department and sharing resources
- Use email, online systems and IT communication tools
- Ensure compliance with the School's Code of Conduct, all other internal policies and procedures and health and safety laws and regulations
- Other duties as directed by the Coordinator of Learning Enhancement P-6.

Mandatory requirements

- Diploma or studying towards a Diploma in Children's Services or equivalent qualification or experience
- Experience in working with teachers to support students with learning difficulties/ disabilities
- Excellent interpersonal, collaborative, written and organisational skills
- Ability to work unsupervised
- A strong commitment to student wellbeing and to meeting students' social and emotional needs
- Enthusiasm and willingness to participate in co-curricular activities and contribute to the broader life of the school community
- Willingness to continue to develop as a Teacher's Assistant
- A current First Aid and CPR certificate
- A valid Working with Children clearance.

Acknowledgment

I have reviewed this position description and understand the duties and responsibilities of the role.

Name	
Signature	
Date	