



Ascham School



Junior School Graduate Teacher's Assistant Position Description

Junior School Graduate Teacher's Assistant

Reports to: Head of Learning Enhancement P-6

Ascham is one of the world's leading girls' schools, and since its foundation in 1886 has educated girls who develop into confident, independent, compassionate young women. Ascham is an inclusive, day and boarding school for students in years P-12, within a warm, welcoming and collaborative environment.

We value staff who demonstrate a positive, proactive approach to their work and have a willingness to participate in the life of the school. We look for energetic, dedicated and capable staff who are full of ideas; embrace a fast-paced environment; and demonstrate initiative, empathy and professionalism to help the school achieve its strategic objectives.

Job Description

As a qualified Primary Teacher, or a teacher education student in their final year of study, this role works under the direct supervision of the Coordinator of Learning Enhancement P-6, supporting students and teachers in our Junior School from Prep to Year 6.

The role involves working alongside the Learning Enhancement (LE) team to support individual students and those in small groups. It also offers increasing opportunities to work alongside experienced teachers, oversee individual and small group programs, engage in supervised teaching, and participate in student assessment activities. Professional development experiences will also be available, with meetings each term to assess and discuss professional learning and individual teaching objectives.

Core Job Role Accountabilities

- Support individual students and small groups to achieve their learning goals.
- Provide timely feedback to teachers and the Learning Enhancement Team on student progress and learning needs.
- Prepare and organise learning resources and classroom materials.
- Deliver planned learning activities and reinforce effective teaching strategies under the guidance of teaching staff.
- Support differentiated learning approaches to meet the diverse needs of students.
- Assist with student assessments, monitor progress and contribute to discussions regarding learning outcomes and support strategies.
- Participate in professional learning, compliance training and continuous development activities.
- Contribute positively to the broader life of the School, including playground supervision, camps and excursions.
- Undertake administrative and other duties as required to support student learning and school operations.

Mandatory Requirements

- Current enrolment in, or recent completion of, a recognised primary education qualification, with successful completion of relevant teaching practicums.
- Sound knowledge of the NSW K-6 English and Mathematics syllabus and contemporary evidence-based teaching practices.
- Demonstrated ability to support the planning, implementation and evaluation of learning programs that meet the diverse needs of students.
- Understanding of authentic assessment practices and ability to use assessment data to inform teaching and learning.
- Strong commitment to student wellbeing, inclusion and supporting the social and emotional development of young learners.
- Excellent written and verbal communication skills, with the ability to build positive and professional relationships with students, families and colleagues.

- Well-developed organisational and time management skills, with the ability to manage competing priorities and work effectively in a dynamic school environment.
- Confidence in using ICT and digital technologies to support teaching, learning and collaboration.
- Ability to follow schedules and administrative processes, including maintaining professional and timely communication.
- Demonstrated initiative, adaptability and commitment to ongoing professional growth.
- Current First Aid / CPR certification and NSW Working with Children Check clearance.

Personal Attributes

- Passionate about supporting student learning and achievement.
- Collaborative and proactive team member with a positive attitude.
- Professional, reliable and accountable in all aspects of work.
- Empathetic, resilient and committed to fostering an inclusive and supportive learning environment.
- Willingness to contribute to the broader life of the School and uphold Ascham's values and culture.

Acknowledgment

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

Name	
Signature	
Date	