



Position Description

Position Title: Trainee School Assistant/Teachers Aide

Group: Macquarie Anglican Grammar School

Supervisor: Head of Teaching & Learning Prep-12

Date of Review: July 2025

About Macquarie

Established in 2001, Macquarie is a thriving Prep to Year 12 Day and Boarding Co-Educational School with a current student population of 650. As one of 18 schools within the Sydney Anglican Schools Corporation, we create a Christian educational environment that integrates faith, learning, and service, guided by the principles and values of the Anglican Church.

Our mission is to develop resilient young people who make a difference through a high-quality, affordable, Christ-centred education. Our values encompass Faith, Community, Character, and Excellence, and we value our shared Christian faith, a culture of lifelong learning, an inclusive and respectful community, and our deep connection to the Central West.

Macquarie staff are our greatest asset, with high-quality teaching and stable staffing in our school. We prioritise investment in their professional development and well-being. Through regular reflection and evaluation, we build capacity in future leaders, supporting teachers in their career growth.

We have high expectations around our learning culture, behaviour, and attendance. A growth mindset and openness to new experiences are the norm. We encourage students to strive to be their best selves every day. We recognise and celebrate their achievements. Students proudly wear uniforms, and expectations around behaviour are clear.

Macquarie boasts a rich co-curricular offering in the domains of Sports, Arts, Academics, Agriculture and Service. Our Outdoor Education program is outstanding, with students in Years 3 to 12 participating in annual experiences in the great outdoors that challenge them and allow them to experience God's world beyond Dubbo.

Teaching and Learning

At Macquarie, Teaching and Learning is designed to cultivate students' independence as learners, fostering habits that enhance their engagement and equipping them with strategies to become more effective learners. Our goal is for teachers in every classroom to impart subject-specific content and nurture lifelong learners' habits and character traits. Through this approach, students at Macquarie will develop a 'Learning Mind.'

The framework is inspired by Guy Claxton's Building Learning Power Approach, rooted in science and research. It emphasises the development of four key learning dispositions, known as the four R's: Resilient, Resourceful, Relational, and Reflective. Each disposition is further divided into specific 'learning muscles' that can be strengthened through targeted teaching and learning activities.

Key Principles

Encourages Continuous Improvement: Both teachers and students are motivated to become better learners.

Embraces Challenges: Students learn to tackle challenges without the fear of failure.

Structured Learning: Learning is broken into manageable chunks to facilitate understanding.

Builds Confidence: Students gain confidence in their learning abilities.

Integrated Approach: The framework is embedded in all aspects of learning.

Develop Lifelong Skills: Students acquire skills that will benefit them throughout their lives.

Common Language of Learning: Provides a shared vocabulary for students to comprehend and discuss the learning process.



Role Summary

The position of School Assistant plays a crucial role in providing high-quality learning support to a range of students from Prep to Year 12.

This is an **entry-level traineeship position**, offered over a **12-month period**, providing an opportunity to gain practical, hands-on experience while undertaking a **Certificate III in School-Based Education Support**.

The primary responsibilities of the School Assistant include:

- Assisting the classroom teacher in the teaching and learning environment.
- Supporting children in their learning.
- Assisting with the organisation and preparation of teaching and learning resources.

- Supporting the pastoral care of students in collaboration with the classroom teacher.
- Modelling positive behaviour and providing a supportive presence in the classroom.

The position requires the implementation of best practice policies and procedures and the ability to interact with students and staff in a professional, timely, and courteous manner.

Key Roles and Responsibilities

General Requirements:

- Actively support the mission of the School, as a member of the Anglican Schools Corporation, through your professional and personal example both in and out of the School.
- Be well presented, well spoken, and an ambassador for the School through your personal demeanour.
- Comply with all Child Protection legislation.
- Maintain the strictest confidence in dealings with staff, parents, and the wider community in relation to sensitive and confidential issues from the Headmaster and other School Leadership Staff.
- Demonstrate a strong commitment to completing all course requirements associated with the Certificate III in School-Based Education Support within the 12-month traineeship period, including attending training sessions, submitting assessments, and engaging in reflective learning.

Key Accountabilities:

The Classroom Teacher Aide will:

- Assist students within the classroom and in play areas.
- Assist students to stay on task or to be actively engaged.
- Take an active part in activities in and beyond the classroom including excursions and some school camps.
- Seek direction from the classroom teacher regarding the assistance required.
- Report progress and/or areas of need observed within the learning environment for individual students to the classroom teacher.
- Report to the teacher any significant information provided by the child, which may be of concern or interest.
- Show initiative within the learning environment to provide students with resources and assistance that will be best suited to their individual needs.
- Where necessary, meet with the teacher to discuss curriculum tasks, upcoming work expectations, and expectations of students.
- Uphold matters of confidentiality about student or staff performance.

- Maintain a professional standard of work at all times.
- Be somewhat flexible in rearranging hours depending on school activities (eg. sports days, school events, chapel, etc.).
- Provide support for teachers with students in K-2 with behavioural needs - implementing brain breaks/time-out strategies.
- Support teachers in completing testing (AGAT, Sounds Write, Benchmarking, neale, warp, other screeners).
- Assist first aid officer in administering medication and toileting needs.
- Supervise classes when required.

Programming

- Implement literacy (Minilit, Sounds Write, Pre Lit) and numeracy support programs/activities for students (either one-to-one, or in small groups) as instructed by classroom teachers.
- Record data and feedback on progress achieved by individual children.
- Support staff to complete 1:1 testing of students with additional needs.
- Willingly provide ideas and feedback on support programs and their success.
- Where necessary, attend meetings with parents and teachers, or with support staff.
- Maintain appropriate behaviour standards of children working under their supervision.
- Implement CFER programs.

Resourcing:

- Make or prepare resources.
- Collect and/or prepare materials for learning tasks.
- Change homework readers for each student.
- Set up activity areas, learning tasks or displays.
- Tidy activity areas and pack away resources.
- Assist in keeping the classroom tidy and orderly.
- Provide additional ideas for resources to assist the teaching-learning environment.
- Compile documents or student work samples.
- Photocopy materials.

Attributes and Expectations

- Actively support the mission of the School, as a member of the *Anglican Schools Corporation*, through your professional and personal example both in and out of the School.
- Be well presented, well spoken, and an ambassador for the School through your personal demeanour.
- Comply with all Child Protection legislation.

- Maintain the strictest confidence in dealings with staff, parents, and the wider community in relation to sensitive and confidential issues from the Headmaster and other School Leadership Staff.

Qualifications / Licences / Certifications

- Willingness and commitment to complete a Certificate III in School Based Education Support as part of the 12-month traineeship.
- Excellent written and verbal communication skills.
- High level of confidentiality.
- Ability to work under pressure.
- Sound time management and organisational skills.
- Willingness to learn and develop knowledge of the software and support systems used within the School.

Child Safety

Macquarie Anglican Grammar School is committed to Child Safety and complies with the requirements of the Child Protection (Working with Children) Act 2012. All employees are required to comply with applicable Child Protection legislation and are responsible for ensuring that The School's Child Safe policies, procedures and programs are at the forefront of all that we do.

All staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

The successful applicant is required to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct.

Work Health and Safety

Macquarie Anglican Grammar School is committed to Work, Health and Safety with the requirements of the Work, Health and Safety Act 2011. All employees have a Duty of Care, a responsibility to ensure that they and other people are safe in the workplace.

Employees must:

- take reasonable care for their own health and safety
- take reasonable care for the health and safety of others
- comply with any reasonable instructions, policies and procedures given by their employer and business

Application Process

- Complete the [Application for Employment – Support Staff](#) form, which can be found under the careers icon on the School's website
- Provide a cover letter and supporting statement (2 pages max.) regarding your experience, which demonstrates your ability to meet the listed criteria
- The successful applicant will be required to apply for and provide a Working With Children Check clearance prior to commencing employment.

- The successful applicant, following the interview process, will also be required to **complete all necessary traineeship application paperwork** as part of their enrolment in the Certificate III in School Based Education Support.

Please forward your application with the above documents via email as one PDF document, entitled Private and Confidential to:

Mrs Alison Mitchell | Principal, Macquarie Anglican Grammar School

Email: principal@mags.nsw.edu.au

Acknowledgement

I acknowledge that I have received this position description, and understand that this is not a contract of employment. I am responsible for reading and understanding this position description and complying with all position duties, requirements, and responsibilities contained herein, and any subsequent revisions.

Name: _____

Signature: _____

Date: _____