



MACQUARIE
ANGLICAN GRAMMAR SCHOOL

Position Description:

Position Title:	School Assistant
Group:	Macquarie Anglican Grammar School
Supervisor:	Head of Teaching & Learning Pre-K-12
Date of Review:	December 2023

Primary Role/Purpose:

The position of **Schools Assistant** plays a crucial role in providing high quality learning support to a range of students from Pre-K – 12.

The primary role of the School Assistant is required to:

- Assist the classroom teacher in the teaching and learning environment.
- Support children in their learning.
- Assist the classroom teacher in the organisation and preparation of resources for teaching and learning.
- Assist the classroom teacher in providing pastoral care for students.
- Provide a positive role model for students.

This position requires the implementation of best practice policies and procedures.

The position requires the interaction with students and teachers in a professional, timely and courteous manner.

Relationships and Authority

The **School Assistant** reports directly to the Head of Teaching & Learning Pre-K - 12. The School Assistant.

The **School Assistant** will work in cooperation with staff members of the Anglican Schools Corporation.

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.

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, up-coming 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 of 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.

Workplace Health and Safety:

Comply with all relevant policies and procedures relating to Workplace Health & Safety and report all hazards and unsafe workplace practises to the Health & Safety Committee.

Maintain Working with Children Check clearance and comply with all relevant policies relating to Working with Children.

Skills and Experience:

Certificate III Education Support or similar certificate.

Excellent written and verbal communication skills.

High level of confidentiality.

Ability to work under pressure.

Sound level of time management and organisational skills.

Knowledge of or ability to acquire knowledge of the software/support systems utilised in the School.

Involvement in School Life

Attendance to Staff Devotions.

Attendance to other staff meetings as required by the Headmaster and School leadership.