



BROUGHTON
ANGLICAN COLLEGE

Position Profile

Teachers Aide 2010

Teachers Aide

Classifications (School Assistants)

Level 1

- (a) requires no previous experience and a limited range of skills are exercised;
- (b) is required to undertake only basic duties under close supervision;

A Level 1 School Assistant -

- Is not expected to demonstrate independent initiative and judgment;
- Is not required to supervise other employees; and
- May not assist students without at least a Level 3 school assistant or teacher present.

Level 2

- (a) has the experience and skills required to perform basic duties without technical instruction;
- (b) requires instruction for more complex tasks

A Level 2 School Assistant -

- May be expected to demonstrate independent initiative and judgment;
- Is not required to supervise other employees; and
- May not assist students without at least a Level 3 school assistant or teacher present.

Level 3

- (a) possesses technical competencies required for the position;
- (b) only limited instruction is required for the performance of complex duties;

A Level 3 School Assistant -

- Is normally required to exercise independent initiative and judgment.
- If required by the College, may supervise up to three employees, and
- May supervise a small group of children without a teacher present.

Level 4

- (a) possesses a knowledge of workplace practices and procedures including a detailed knowledge of complex procedures relevant to the position;
- (b) resolves complex operational problems and co-ordinates work within a department or unit of the school;

A Level 4 School Assistant -

- Displays a high level of initiative and judgment;
- If required to supervise other employees, will be responsible for maintaining the quality of work of those supervised;

- May supervise students without a teacher present; and
- Is responsible for planning future department or College organisational needs within their areas of responsibility.

Core Values

- An individual with a passion for and understanding of working with children and adolescents who demonstrates the integration of an authentic Christian faith with learning and teaching to help students develop an understanding of the Gospel whilst adhering to the Christian ethos of the College
- Demonstrates an ability to cater for differences in students' abilities and learning styles

Work Responsibilities

- Provides assistance to the classroom teacher in the delivery of learning outcomes.
- Assists students to achieve individual or syllabus learning outcomes.
- Assists teachers in the development of resources and aids for individuals or a group of students.
- Assists the supervisor in the development of aids and resources for students. Contributes to the development of curriculum adjustments for students receiving assistance from the support faculty.
- Communicates progress and issues with students to the supervisor.
- Communicates with teachers, parents and other staff after consultation with supervisor.
- Responsible for maintaining designated student records.
- Ensures supervisor is informed of their daily program.
- Provides assistance to other departments in consultation with the supervisor.
- Works within a devised timetable that allows for optimum student support.
- Maintains appropriate and up-to-date information about students to assist the supervisor in record keeping.
- Liaises with and provides support to classroom teachers regarding the implementation of individual programs for students.
- Communicates with parents, school counsellor, other support staff, classroom teachers when appropriate.
- Communicates progress and issues with students, to the supervisor.
- Updates skills and knowledge by regular professional development, including the use of technology.
- Performs clerical duties in relation to the maintenance of records for the support department.
- Cooperates with the school as far as is necessary to ensure the school can maintain a safe work place.
- Notifies the school of any matter to ensure that it maintains a safe workplace. Consults staff regarding relevant official syllabuses, school educational policies, and faculty teaching programs.

- Assists the supervisor in the testing and assessment of students.
- Collaborates in the development of new or revised programs.
- Contributes to the development of individual learning plans (ILPs) and educational plans for students with learning difficulties. Takes reasonable care for the health and safety of all people who may be affected by the employees' acts or omissions at work
- Withdraws individuals or groups of students to provide a program to achieve curriculum based learning outcomes.)Level 3 or 4 classification only)
- Endorses, complies with and promotes the ethos, protocols and procedures of Broughton Anglican College

Pastoral Care

- Actively encourages students to be involved in co curricular and House activities, models positive encouragement of students through the Student Reward and Merit System and monitors the use of disciplinary measures, upholding the school's expectations, behaviour code and stated protocols.

Accountability

- Responsible to the Deputy Head of College – Teaching and Professional Services.
- Promotes the school's Christian stance and ethos.
- Undertakes other duties as directed by the Headmaster
- Prep/Teacher's Aide is responsible to the Director of Early Learning.

Co Curricular

- Actively supports whole College initiatives.

Occupational Health and Safety (OHS)

- Takes reasonable care for the health and safety of all children and staff within their care
- Cooperates with the school as far as is necessary to ensure the school can maintain a safe work place.
- Notifies the school of any matter to ensure that it maintains a safe workplace.