



ST MARY'S COLLEGE BROOME

Special Education Teacher Assistant (K-12)

Date: April 2017
FTE: 1.0
Responsible to: Principal
Reporting To: Head of Primary

Role Description:

Employees at this level work under general supervision and guidance performing tasks that require limited discretion and judgement in achieving clearly defined outcomes determined by the teacher. Employees will be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualification.

Teacher Assistants (Special Needs) will:

- be supportive of and promote the Catholic Vision and Ethos of St Mary's College.
- have the ability to work in and contribute to a team environment.
- promote the inclusion of Students with Special Needs (SWD) in the school community.
- use initiative and work independently.
- demonstrate effective communication skills with staff and students.
- be competent users of basic IT.
- be aware of safe and effective lifting and handling techniques.
- understand and demonstrate the need for confidentiality of information.

Duties:

Under general guidance, the Teacher Assistant (Special Learning Needs) can be expected to perform tasks within the following range:

- Assist teachers in the planning, delivery, monitoring and assessment of Teacher programs; this may include working with small groups or individually with students.
- Record information regarding SWD as required by the teacher/s: e.g. for assessment tasks; behaviour patterns and/or incidents
- Provide support and training to the student in the implementation of IEP/CAP objectives including all education, therapy, hygiene and self-care programs, as directed by the teacher.
- Support the maintenance and use of specialised equipment including mobility devices and supports, specialised seating, computers and digital technologies, augmentative and assistive communication resources.
- Monitor and/or supervise hygiene and self-care programs, including (but not limited to) feeding, dressing, drinking, catheterisations and toileting - including the cleaning of students and their clothes.
- Assist in the care, monitoring, and supervision of SWD during outdoor activities, which may include before school, recess and lunch time periods, sport, excursions and camps.
- Attending to students who are sick or who need minor first aid.
- Monitor and assist students in work experience and liaise with employees.
- Ensure the safe and hygienic storage and handling of foodstuffs and food preparation utensils.
- Other duties as directed by the Principal or his/her delegate.