

Position Description & Duty Statement

Teacher Assistant



POSITION TITLE:	Teacher Assistant		
EMPLOYMENT TYPE:	Full Time	REPORTS TO:	Director of Learning Diversity
CLASSIFICATION:	Teacher Assistant – Special Learning Needs		
DATE LAST REVIEWED:	June 2023	APPROVED BY:	Principal, St Mary's College
ACCREDITATION LEVEL:	Accreditation to Work in Catholic Education (Schools)		

Our Mission

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual, and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

Our Core Values

Courage

Upholding the Catholic faith and all Christian values and being true to ourselves.

Love

Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

Empathy

Listening, understanding, and communicating with others in the spirit of our college Motto – Listening Hearts.

Acceptance

Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

Resilience

Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.

Our Motto - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

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Purpose of Position

Teacher Assistants work under general supervision and guidance of the classroom teacher to perform tasks to achieve clearly defined outcomes determined by the teacher. Teacher Assistants will be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualifications. Teacher Assistants supports the teaching and learning of students through assisting teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment.

Core Duties and Responsibilities

Catholic Identity:

- Support the College in maintaining the Catholic ethos of the College and act in a manner that is supportive of the teachings of the Catholic Church
- Wholeheartedly embrace the culture and vision of the College

Education:

- Show initiative, work independently and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Assist with development of teaching programs, support the teaching program (includes individual/small group sessions) and support literacy/numeracy programs.
- 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 Students with Special Needs (SWD) during outdoor activities, which may include before school, recess and lunch time periods, sport, excursions, and camps.
- Monitor and assist students in work experience and liaise with employees.
- Support all students within the classroom setting and provide pastoral care.
- Participate in school based decision making groups.
- Attend meetings and/or professional development as required by the Principal or delegate
- Demonstrate competent use of information technologies
- Other duties as discussed with Principal or as delegated, Deputy Principal and Assistant Principals.

Community:

- Establish and maintain close working relationships with families, local community stakeholders and other networks
- Home visits as appropriate, to parents/family/community members to convey information on issues such as College policies and procedures, curriculum issues, and programs.
- Represent the College within the community as required.

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Selection Criteria Skills & Experience requirements

Competencies:

- Well developed communication and interpersonal skills to assist in establishing and maintaining close working relationships with families, local community stakeholders and other networks.
- Show initiative, work independently, and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Be prepared to participate in Co-curricular activities
- Be competent users of basic IT.
- Model and maintain the Catholic ethos and traditions of the College.
- Maintain a high standard of confidentiality.

Qualifications Required:

- Current Working with Children Check WA.
- Current Nationally Coordinated Criminal History Check

Qualifications Desirable:

- Certificate III in Education Support

Experience Required:

- Relevant experience as a Teacher Assistant or similar.

Child Safe Framework

St Mary's College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the CECWA Child Safe Framework at all times.

Code of Conduct

All staff at St Mary's College must adhere to the College Code of Conduct at all times (please see Staff Code of Conduct).

Occupational Safety & Health

It is every employee's responsibility to:

- promote a safe and healthy working environment that complies with WHS requirements.
- take a shared responsibility to ensure the safety and well-being of self and others.
- utilise all protective equipment provided and as instructed.
- work in a safe manner while exercising due care and caution.