



TRINITY
GRAMMAR SCHOOL

NON-ACADEMIC POSITION TEACHER AIDE

Position Description	Teacher Aide
Reporting to	Manager: Master of the Junior School / Master of Preparatory School / Director of TESS (Depending on placement) Line Supervisors: Stage Leader or Coordinator
Agreement / Award	Independent Schools NSW Support and Operational Staff multi-Enterprise Agreement 2017
Minimum Hours	Part-time: 25 hours per week (usually 8am – 1pm) for Primary or Full-time: 38 hours per week (usually 8-4pm) for Secondary

Mission Statement

The mission of Trinity Grammar School is to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. The School actively encourages its students to grow in wisdom and stature and in favour with God and man.

Purpose of the position:

The role of the Teacher Aide is to actively engage in the students learning and contribute to the provision of quality educational experiences by assisting and supporting teachers.

In addition to the face-to-face contact with students and the wider school community this role has the additional responsibility to assist teachers with the preparation and presentation of learning resources. This role provides assistance in the general upkeep of the School and the classroom as well as preparation of events within the stage as required.

Expectation of supervisory duties as detailed below are shared between a number of staff who work in a collegial spirit and manner in support of the School's overall mission as outlined in the School Handbook ensuring that Trinity students are safe, well cared for, supervised appropriately and presented, well-mannered and representing the School in a positive and purposeful manner that contributes to the honourable image of the School and the community.

Specific Roles/Duties/Responsibilities

1. Working in close collaboration with the classroom teacher and under the direction of the Stage Leader or coordinator

1. Visibly demonstrate a commitment to excellence through pro-active supervision of students and strong attention to detail in all tasks.
2. Undertake and document student observations in accordance with legislative requirements and best practice
3. Support the teaching staff in their professional responsibility for the supervision of students during out-of-classroom situations at the School. This essentially involves maintaining a supervisory presence in the playground during breaks (especially break times) and other periods in the School day as deemed necessary.
4. Ensure the safety and wellbeing of students during out-of-classroom situations.
5. Provide in class support for identified students, under the direction of the classroom teacher and Stage Teaching and Learning Leader (primary) or Learning Support Coordinator (Secondary)
6. Physically assist students with tasks as required
7. Provide small group withdrawal support (literacy, numeracy, organisation) for identified students, under the direction of the classroom teacher and Stage Teaching and Learning Leader
8. Provide 1:1 support for identified students, under the direction of the classroom teacher and Stage Teaching and Learning Leader (primary) or Learning Support Coordinator (Secondary)
9. Complete administrative tasks under the direction of the classroom teacher and Stage Teaching and Learning Leader (primary) or Learning Support Coordinator (Secondary)
10. Participate, as required, in student welfare discussions, to assist with planning and the development of Individual Plans and Bulletins
11. Provide regular feedback to the classroom teacher and Stage Teaching and Learning Leader (primary) or Learning Support Coordinator (Secondary)
12. Participate as required on the playground, in the gym, during sport lessons and music activities, in the Library and on excursions and camps
13. Actively participate in regular Grade meetings as required
14. Ensure currency of compliance requirements are maintained and participates in professional development as required by the School
15. Actively participate in the School's wider sport and co-curricular programme as applicable to the incumbents skills, knowledge and attributes.

2. Pastoral

1. Support the School's disciplinary system, encouraging positive relationships and mutual respect with the students under your supervision
2. Adhere to the Trinity Grammar School Code of Conduct and engender a commitment to the Code in all students.
3. When specifically directed, liaise with parents on absentees and other matters when required.

3. Administrative

1. Prepare and present progress notes on student development and progress in a timely manner, ensuring matters remain confidential and respectful.
2. Demonstrate excellent organisation and communication skills.
3. Employ exemplary organisation and communication skills.

4. Personal Qualities and Requirements

	Essential	Desirable
Academic / Professional Qualifications	<ul style="list-style-type: none"> → Valid NSW Working with Children Check → Current Senior First Aid and CPR 	<ul style="list-style-type: none"> → Knowledge of Workplace Health and Safety guidelines for Schools → Formal qualifications in student support or teaching (e.g Cert III)
Work experience and skills	<ul style="list-style-type: none"> → Experience working with young people in a supervisory capacity. → Strong administration skills including use of ICT 	<ul style="list-style-type: none"> → Knowledge of Child Protection legislation
Personal qualities / behavioural traits	<ul style="list-style-type: none"> → Excellent organisational skills → Efficient administrative skills → High level communication skills → Sound judgement and a balanced approach to sensitive matters → High level interpersonal skills → Ability to demonstrate good initiative and self-management skills 	<ul style="list-style-type: none"> → Strong attention to detail → Experience in effectively managing difficult conversations

- > All applications must be made on our standard application form (please see instructions below).
- > Applications not made on our standard form will not be considered.
- > No agencies please.
- > **Applications close on 18 June 2019.**

[Click here to complete an application form](#)