



POSITION DESCRIPTION

POSITION: Teacher Assistant STATUS: Term Time
REPORTS TO: The School Principal, HOD Technology and or Business Manager DATE: 2020
CLASSIFICATION: Level 3 COLLEGE: Marist College Emerald
NAME:

Purpose of Position:

Under limited supervision of the Leadership Team, Head of Technology and or Business Manager provide support services to classroom teachers with student either individually or in groups

Key Characteristics:

Skills: Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Apply knowledge with depth in some areas & a broad range of skills
Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints
There is a range of roles and tasks in a variety of contexts
There is some complexity in the extent and choice of actions required
Work within routines, methods and procedures

Supervision: Work will be carried out under limited supervision of an academic staff member and may be checked in relation to overall progress
Broad guidance will be provided
May involve a level of autonomy when working in teams

Supervision of Others:
Peer assistance may be provided to others
An employee may have limited responsibility for the guidance of the work of others
Team coordination may be required

Qualifications: Junior Certificate is the minimum formal requirement

Typical Duties:

- Typical duties performed include, but are not limited to:
- Practise confidentiality in relation to all aspects of the role
 - Assist student learning, either individually or in groups, where some discretion and judgement are involved in evaluating and assessing (under the supervision of an academic staff member(s)) the learning needs of students
 - Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved
 - Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs
 - Support students in relation to their physical needs where some discretion and judgement are involved

- Under the limited supervision of an academic staff member and/or the Learning Support Coordinator assist developmentally appropriate student learning either individually or in groups where some discretion and judgment are involved in evaluating and assessing the learning needs of students
- Follow classroom protocols and expectations as stated in the School handbook
- Work with academic staff in the implementation of Support Programs
- Take direction from academic staff
- Support student participation in extra-curricular activities
- Attend and participate in Technology Team Meetings
- Maintain and update records
- Provide verbal reports to the Learning Support Teacher
- Perform a range of clerical duties, as directed
- Undertake relevant Professional Development
- Exercise confidentiality with Staff/Student information and show tact and discretion in all interactions related to the role

Specific Duties:

- Work with students according to the directions/lesson plans given by the class teacher.
- Provide physical assistance to students where necessary and appropriate.
- Communicate and liaise constantly with the Head of Technology.
- Undertake relevant Professional Development as negotiated with the Principal
- Adhere to individual classroom rules, expectations, incentive schemes and behaviour management plans as informed by the classroom teacher.
- Assist with in-class support programmes as directed the classroom teacher.
- Communicate with the principal and the relevant teacher regarding concerns for students, learning activities, routines and relationships.
- Maintain confidentiality regarding student information and discuss same in an appropriate setting with relevant school personnel only.
- Support student participation in daytime school carnivals as directed by an academic staff member.
- Maintain confidentiality regarding student information and redirect all parental enquiries concerning student progress to the classroom teacher.
- Assist the teacher in purchasing items for Home Economic & Hospitality.
- Responsible for maintaining print room stationery and printing supplies and to print, staple and photocopy student and staff resources in a timely and efficient manner.
- Adhere to Copyright guidelines.
- Complete basic cleaning task in the Home Economics and Hospitality room.
- Assist in the monitoring kitchen cleanliness and stock control.
 - Attend to the front counter and telephone; handle enquiries from staff, parents and the general public;
 - Carry out a wide range of secretarial and clerical duties, including: typing, word processing, maintaining manual and computerised records, photocopying, filing, handling mail;
 - Operate and attend to basic maintenance of office equipment such as computer, photocopier,
 - Monitor and maintain stock levels of stationery, other such requisites; including the ordering of same for Printroom.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date