

Position Description

Position details			
Position	Teaching Assistant	Location	Cooma
Reports to	Principal	Employment type	Part time
Direct reports	Nil	Approved by	Board
Date	August 2019	Review date	August 2020

Purpose of the role
To support teachers to deliver quality education and students to achieve learning outcomes through creative and efficient organisation of learning materials and teaching activities, administrative assistance, and other related duties.

Major Accountabilities	Outcomes
This section sets out the main areas of work for this position. The position may be responsible for other tasks which are not listed here. The Alpine School's key values of Creativity, Mastery and Community and related behaviours are an integral part of how you are expected to perform your role at TAS.	
Classroom assistance	
Support the teacher to create an engaging and stimulating environment for students, and assist in managing student behaviour when required	The learning environment engages and stimulates students and maximises their ability to achieve individual learning objectives
Support and assist students in the classroom, including those with special needs, as directed by the teacher	All students receive the support they need to thrive at school and reach their potential
Prepare learning materials and resources for daily teaching activities as per teacher's instructions and curriculum	All required items are ready in advance with minimal wastage
Maintaining classroom resources and identify opportunities to improve classroom organisation and delivery of learning activities, and implement with teacher's approval	Learning outcomes are delivered in the most engaging and effective way and resources are used efficiently
General	
Respond in a nurturing way to the emotional, physical and other needs of children	Children's wellbeing is prioritised; children feel safe and supported at school
Supervise students in all school-related situations as required, including in classrooms, outdoor areas, on excursions, etc.	A high standard of duty of care is consistently maintained at TAS
Undertake all administrative and other tasks assigned by the teacher, including maintaining student records	Classroom and school run smoothly and efficiently, with accurate and up-to-date records

and portfolios, communications to parents, production or purchase of required classroom materials, etc.	
Interact with parents in a respectful, sensitive and professional manner	Concerns are resolved appropriately and TAS is represented in a positive and professional manner
Safety and Environment	
Understand and comply with all school policies, procedures and safety standards at all times, and ensure visitors to the school do the same	Maintain a safe, healthy, positive and productive environment where children's safety and wellbeing are prioritised
Act immediately to resolve or report issues or potential safety risks, in line with established procedures	Minimise or eliminate risks and respond to and resolve issues and incidents swiftly and effectively

Skills and Experience
Essential:
Relevant qualifications and/or previous experience working with children, ideally in a primary school classroom environment
Understanding, sensitivity and empathy for all students, including those with special needs
Strong interpersonal and communication skills
High standards of honesty, integrity and confidentiality
Resilient and able to respond appropriately and effectively in any situation
Excellent attention to detail, planning and organisational skills, initiative and creativity
Flexible and adaptable to changing needs and priorities on a daily basis
Able to work independently and as part of a team
Well-developed computer skills, including proficiency in Microsoft Office
Willingness and ability to continually develop professional skills and knowledge relating to the role
Current approved Working with Children Check (NSW)

Decisions expected	Decisions referred/recommended
Prioritisation of daily tasks assigned by teaching staff	Changes to work schedule or task list
Organisation and maintenance of classroom supplies	Purchasing supplies
Presentation of teaching materials, within guidelines provided by teacher	Changes to established process and procedures
Exercise of duty of care to children	Serious issues regarding a child's behaviour or welfare

Key relationships	
Internal	
Principal	Advice, performance management, approvals and direction
Teachers	Receive direction and share information regarding students and curriculum delivery
Students	Nurture and care for all aspects of students' wellbeing
External	
Parents and Visitors	Respond with respect and sensitivity to parents and represent the school in a positive and professional manner

Other information
<ul style="list-style-type: none"> From time to time this position may be assigned other tasks within skill level, competency and experience, to meet operational needs.