



# SCOTCH OAKBURN COLLEGE

## CREATING THE FUTURE

### POSITION DESCRIPTION

#### Teacher Aide – Elphin Campus

##### Environment

Scotch Oakburn College is a Uniting Church co-educational day and boarding school of approximately 1,150 students from Early Learning through to Year 12, employing a team of 250 dedicated professional staff.

Our College has three campuses:

- Elphin Campus, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning (3yrs) to Year 5) as well as our Boarding House of approximately 70 students who come to us from intrastate, interstate and international locations.
- Penquite Campus, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6-8) and Senior School students (Years 9-12).
- Valley Campus, located in the Fingal Valley just **over an hour's drive from Launceston and the** hub of our Education Outdoors and Environment Centre.

##### The Position

Teacher Aides provide appropriately experienced and certified assistance to our teaching staff as required. Teacher Aide work will be at the Elphin Campus (Junior School, Early Learning – Year 5).

##### Scope of the Position

All Teacher Aides work collaboratively in a team with teaching staff, assisting in building a positive community and exciting, inquiry-based learning environments that engage and challenge young **learners. The Scotch Oakburn “Vision for Learning” guides innovative learning programs designed to** cater for the individual learning needs and personal development of each student within the context of a classroom community of learners.

All Teacher Aides will help to create a warm, caring and safe environment to support students and teachers in ways that improve the overall quality of care, community and learning.

All Teacher Aides will provide practical support to the teaching staff, assisting with student learning, completing routine administrative tasks and assisting with the presentation of the environment, including organisation of materials and maintenance of equipment.

##### Reports to

Day to day supervisor:

- Teacher Aide General – Primary or Early Primary Coordinator
- Teacher Aide Early Learning - Early Primary Coordinator
- Teacher Aide Learning Support – Wellbeing Coordinator

Senior Manager: Head of the Junior School

## Level of Responsibility

Teacher Aides are responsible and accountable for their own work, which is performed within established guidelines using some discretion and is subject only to general supervision.

## Mandatory Clearances

### Working with Children Registration and National Police Certificate (Schedule 1 Record)

Irrespective of any legislated exemptions available under the relevant Act(s), employment at Scotch Oakburn College (in all positions both teaching and non-teaching), is subject to the requirement to at all times hold:

1. a current Working with Children Registration issued by the Department of Justice, Tasmania; and
2. an appropriately clear National Criminal History Certificate (Schedule 1 Record) as evidenced by the provision of a renewed police certificate every three (3) years.

It is also a requirement of your employment that you immediately advise the Principal or Human Resources Manager should your criminal history status change during your period of employment. This includes notifying the College of any pending criminal investigations and/or allegations as well as any convictions.

In accepting this offer of employment, you are accepting that in the event that you are unable to provide the necessary documentation supporting the currency of your clearances, the College may withdraw the offer of employment; and where your clearance(s) lapse; or for any reason you are no longer in possession of or no longer eligible to possess, the necessary clearances, the College may terminate the employment relationship effective immediately.

The cost of all clearances is at your own expense.

1. Working with Children Registration  
Working with Children Registration is a requirement under the Registration to Work with Vulnerable People Act 2013 and is issued by the Department of Justice, Tasmania. Information and application forms can be found at [www.justice.tas.gov.au](http://www.justice.tas.gov.au)
2. National Police Certificate (Schedule 1 Record)  
National Police Certificate (Schedule 1 Record) is also a requirement to work at Scotch Oakburn College and is issued by Tasmania Police. Information and application forms can be found at [www.police.tas.gov.au/services-online/police-history-record-checks/](http://www.police.tas.gov.au/services-online/police-history-record-checks/)

## First Aid Certificate

As a condition of employment Teacher Aides in Early Learning are required to hold a minimum of a Provide an Emergency First Aid Response in an Education and Care Setting (HLTAID004) first aid qualification.

## Hours and Weeks of Work

### Hours

Dependent upon need.

### Weeks of Work

Academic weeks of the year as designated in the annual College Calendar with additional hours outside of those times as mutually agreed.

## Position Relationships

All Teacher Aides must be able to relate effectively with the following:

- Students, parents of students and other members of the wider College Community.
- All staff of the College.

- Organisations with whom the College deals.

### Attitudes and Personal Qualities

Teacher Aides must be able to demonstrate the capacity and willingness to embrace the attitudes and personal qualities that underpin the working culture of the Scotch Oakburn College staff team:

#### Attitudes

- Supportive of the ethos of the College
- Understanding and supportive of all College staff
- Demonstrated maturity and capacity to relate to others in a positive and professional manner
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all **College's policies and practices**
- Preparedness to be actively involved in our College community
- Demonstrated commitment to professional development
- An effective and positively contributing team member

#### Personal Qualities

- Honest, trustworthy and ethical
- Friendly and approachable
- Considered, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, pro-active and demonstrated initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)

### Professional and Ethical Behaviour

**All members of staff are expected to observe all College's policies and procedures in particular, the Scotch Oakburn Code of Professional Conduct as set out in the Staff Manual.**

### Duties and Responsibilities

- Work with teachers to develop and provide a creative learning environment.
- Work with teachers to develop a sense of community for parents.
- Work with students individually and in small groups to support learning.
- Assist with the documentation of student learning experiences and other administrative duties.
- Contribute to the health and safety of students.
- Contribute to the overall teamwork and support of the staff team at relevant Year Level and across the Campus.
- Assist with preparation of materials for student projects and experiences.

- Assist with student supervision and behaviour management in either/both the indoor and outdoor learning environments, including supervision of lunch where applicable.
- Support student development and learning.
- Maintain classroom and outdoor storage areas where applicable.
- Support the physical and social development of students.
- Provide care and support to students with physical disabilities (this may include assisting with toileting).
- Support students with special needs.
- Participate in workplace safety procedures.
- Perform basic first aid.
- Attend meetings and professional development as required.
- Providing any other assistance as required by teaching staff.
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students or the College community in general, making risk prevention a priority.
- **To the best of the employee's experience and knowledge, provide risk management information, as requested by their manager.**
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected **to your supervisor or the Risk and Compliance Manager using the College's Incident and Accident reporting system.**
- Miscellaneous duties as requested.

#### Key Selection Criteria

- A Working with Vulnerable People (Children) Registration
- A satisfactory National Police Certificate (Schedule 1 Record)
- A current first aid certificate from a recognised training body
- A Certificate III in Education Support or equivalent for aides employed in Early Learning
- Demonstrated high level interpersonal and communication skills with multiple stakeholders (eg students, teachers, parents)
- Demonstrated experience in working with students (please indicate year levels where appropriate)
- Demonstrated high level organisation, planning and time management skills
- Experience in supervision and/or behaviour management
- A demonstrated understanding of physical, social and emotional issues in providing care and support to students with disabilities
- A capacity and **willingness to embrace the College's 'Vision for Learning' and to provide support in student development and learning**
- A capacity and willingness to develop and understanding and commitment towards lifelong learning, with a particular focus on Reggio Emilia, Teaching for Understanding and Assessment as Learning
- A capacity and willingness to participate in professional learning opportunities across the College