



Position Description

Position Title:	Primary Teaching Assistant
Industrial Instrument:	Independent Schools NSW (Support and Operational) Multi Enterprise Agreement 2017
Employment Type:	Casual
Reports to:	Primary School Integration and Support Coordinator
Classification:	School Assistant Level 3

Position Objective

The Teacher Assistant position supports the Integration and Support Coordinator in the implementation of Individual Educational Plans (IEPs), programs and strategies for the integration of students into classroom activities.

Key Accountabilities

- Support implementing of student's Individual Education Plans (IEPs), particularly with literacy and numeracy needs, under the direction of the classroom teacher and the Integration and Support Coordinator.
- Carry out preliminary literacy and numeracy assessments as directed by the Class Teacher and the Integration and Support Coordinator.
- Provide support in the classroom environment, one-on-one, and in small groups. Activities may include scribing for a student, brainstorming to get them started on a task, reading through notes with students, assisting students with the spelling of words (dictionary and or spellcheck assistance), working through the problem step by step etc.
- Provide one-on-one or small group reading skill or numeracy training in the primary school learning support room for students using a structured step by step program supplied by the Integration Support Coordinator.
- Help to provide opportunities for students to develop personal, social, and independence skills.
- Provide assistance for class activity requirements, including, but not limited to:
 - set up and pack down of activities and teaching spaces.
 - preparation of resources, equipment and materials for teaching activity.
 - incidental administrative duties.
- Supervise students in a classroom environment.
- Perform duties as per duty roster including playground supervision and bus duty. • Develop and maintain positive and supportive relationships and communicate effectively with students, colleagues, parents and carers.
- Be aware of and follow Work Health and Safety requirements, school policies and procedures and mandatory reporting requirements.

Key Selection Criteria

In context of the Key Accountabilities above, amongst many skills candidates should possess:

- Ability to be adaptable to cater for a diverse range of student needs, in a caring and nurturing manner.
- High level literacy, comprehension and numeracy skills to be able to support students in a variety of subject settings.
- Demonstrated awareness of children's needs through the developmental stages, as outlined by Rudolf Steiner.
- Ability to apply initiative, be self-directed and be a willing and enthusiastic team member.
- Excellent interpersonal and communication skills.
- Proven commitment to reflective practice and ongoing professional development.

Essential

- Demonstrated awareness of the theories, practice and principles of Steiner education.
- Demonstrated experience working in a classroom setting.
- Proven ability to maintain high levels of confidentiality.
- The willingness to participate in all aspects of the Shearwater community, including co-curricular activities such as festivals and open days.

Desirable

- Demonstrated understanding of working with students with special educational needs.
- Experience implementing Individual Educational Programs.
- Formal qualification relevant to an educational setting, and or working with students with additional needs.
- Demonstrated awareness of the theories, practice and principles of Steiner education. Current First Aid Qualification.

Further information

Your appointment will be subject to a satisfactory *Working with Children Check* as required under the Child Protection (Working With Children) Act 2012.