NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Teacher Assistant – Learning Enrichment

Middle & Senior School

Position Purpose	In support of the mission and vision of NCC this role is to provide assistance within the Learning Enrichment Department – Middle & Senior School by supporting the implementation of differentiated teaching strategies that cater for diverse learning needs.
Qualifications	Certificate IV in Education Support with specific qualifications pertaining to working with Students with Disabilities A current Positive Blue Card – Commission for Children and Young People
Accountability	Head of Learning Enrichment – Middle and Senior School and ultimately the Executive Principal.
Key Relationships	Executive Principal, Head of Learning Enrichment, Learning Enrichment Teachers and Teacher Assistants, Secondary Teaching Staff and students.

Personal Requirements

These are generally personal in nature and reflect the desired attributes of staff.

- Have a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Proactively contribute to the delivery of the mission of NCC
- Demonstrate, establish and maintain appropriate professional boundaries with students
- Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct
- Act with integrity, loyalty, honesty and accept authority
- Act with tolerance and compassion
- Demonstrate an ability to forgive and accept forgiveness
- Demonstrate an acceptance of other people
- Exhibit self-discipline
- Demonstrate a willingness to learn and engage in professional development
- Maintain confidentiality
- Understand and uphold responsibilities under the Privacy Act
- Demonstrate an understanding of child safeguarding responsibilities under the Child Safe Organisations Act 2024 and subsequent revisions.

Professional Competencies

The following professional competencies are essential to this position:

- Ability to provide effective academic support with literacy, numeracy, and subject-specific tasks across key learning areas.
- Ability to employ strategies that promote on-task behaviour and encourage positive participation in learning activities within the classroom.
- Cultural competence, that consistently displays inclusion and diversity and adjusts the support strategies to meet the cultural and linguistic needs of students.

- Heightened awareness of Student Wellbeing and an ability to Identify signs of student distress or disengagement and escalate concerns appropriately in line with school protocols.
- Receptive to Feedback and an ability to apply to professional practice.
- Initiative and accountability, including an ability to work independently with confidence while recognising when to seek guidance or clarification.
- Strong relationship building skills and a commitment to foster positive, respectful relationships with students and colleagues to support a collaborative learning environment.
- Reflective Practice to regularly assess personal performance and actively pursue opportunities for professional development.
- Strong organisation, planning and record keeping skills.
- Ability to communicate clearly and professionally with students, staff and parents both verbally in in writing.

Key Responsibilities

The responsibilities for this position are detailed under broad headings. From time-to-time other duties may be deemed necessary and these will be determined in conjunction with the accountable person/s. Attention is to be given to maintaining the priority of the duties listed below.

- To work with students with diagnosed disabilities. For example, students with ASD, intellectual impairment, speech language, ADHD, dyslexia and anxiety.
- To work across all year levels, 7 – 12 supporting students over all subject areas.
- To support students with special needs on excursions, sports carnivals and at breaks.
- To work to a daily timetable mainly within the mainstream classroom. These timetables can change frequently.
- Support students with special needs one-on-one.
- Support teachers with diagnosed students while in the classroom environment.
- Assist Learning Enrichment Teachers in programs and in classrooms if required.
- Health and Safety – attend some electives, e.g. ITE/Hospitality that require specific knowledge of equipment use.
- Supervise students during morning tea/lunch in the LE room.
- Keep accurate records for NCCD purposes.
- To maintain a tranquil atmosphere as much as possible in the Learning Enrichment Department and any other related work areas.
- Administration duties as requested by Head of Learning Enrichment.

Remuneration	In accordance with levels set out in the NCC Enterprise Agreement
Reference Documents	Student Safety and Wellbeing Policy Staff Code of Conduct NCC Enterprise Agreement Staff Dress Code Policy Workplace Health and Safety Policy
Hours of Work	As per Employment Contract