

NAMBOUR CHRISTIAN COLLEGE

POSITION DESCRIPTION

Teacher Assistant (General) – Junior School

Position Purpose	In support of the mission and vision of NCC the Teacher Assistant plays a vital role in supporting the mission of the College by contributing to the delivery of high-quality Christian education. The role focuses on classroom assistance and broader responsibilities that enhance the daily operations of the Junior School.
Qualifications	Minimum Certificate III in Education Support essential A current Positive Blue Card – Commission for Children and Young People
Accountability	Head of Junior School, Head of Learning Enrichment – Junior School, and ultimately the Executive Principal.
Key Relationships	Executive Principal, Head of Learning Enrichment – Junior School, Learning Enrichment Teachers and Teacher Assistants, Junior School Teaching Staff and students, Junior School Admin.
Personal Requirements	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none"> • 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.
Professional Competencies	<p>The following professional competencies are essential to this position:</p> <ul style="list-style-type: none"> • Strong work ethic and love for children • Builds positive relationships with humility, honesty, and sensitivity • Promotes teamwork and a harmonious environment • Communicates professionally with staff and students • Highly organised, reliable, and adaptable to change • Maintains confidentiality and complies with legal and policy guidelines • Committed to ongoing professional development • Presents professionally and maintains a positive attitude • 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 writing
- Legal and Ethical Awareness – for example, maintain up-to-date knowledge of responsibilities under the Privacy Act and the Commission for Children and Young People Act 2000 (and 2004 revisions).

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.

- Assist the teacher in preparation of teaching materials, classroom displays and general organisation of the classroom (e.g. photocopying, setting up group work, art displays).
- Organise and teach small groups of children under the direction of the teacher e.g. Sharp Reading.
- Assist in the testing of children under the direction of the teacher.
- Marking and distributing homework.
- Assist the teacher with classroom and behavior management.
- Foster investigative play activities to extend student's creativity and foster healthy relationships and teamwork.
- Keep the classroom and surrounding areas clean and tidy.
- Attend to First Aid issues when they arise.
- Assist children with personal hygiene when needed (e.g. toileting, sickness etc.)
- Assess weekly sight words if applicable and provide feedback to Teachers
- Any other duties as directed by the teacher in charge.

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement

Reference Documents

NCC Child Protection Policy
NCC Staff Code of Conduct
NCC Enterprise Agreement
NCC Staff Dress Code Policy
NCC Workplace Health and Safety Policy

Hours of Work

As per Employment Contract