

NAMBOUR CHRISTIAN COLLEGE LTD

Position Description – Teacher Assistant (Secondary Learning Enrichment Department)

History	<i>Sept 2022, Jan 2022, March 2021, December 2020, May 2019, March 2017</i>
Scope	To provide assistance within the Learning Enrichment Department Middle & Senior School.
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 Department, ultimately Executive Principal.
Relates to	Head of Learning Enrichment, Learning Enrichment Teacher Assistants, Classroom Teachers.
Attributes	<p>These are generally personal in nature and reflect the desired attributes of staff members working as part of the Administration/Teacher Assistant Team.</p> <ul style="list-style-type: none"> • To act always in a manner consistent with the College Ethos. • To work as a member within the Learning Enrichment Centre and mainstream classes • To prioritise and effectively manage workload • To communicate effectively with students, and staff, parents in meetings. • To communicate well in both written and oral form • Demonstrate a level of commitment to maintain personal professional knowledge and skills • Be reliable and flexible with the ability to work in a changing environment • Work as a team member • Proficient with technology • Maintain confidentiality
Responsibilities	<p>Provided below are the primary responsibilities for this position. From time to time other duties may be deemed necessary and these will be determined in conjunction with the person/s to whom you are accountable. Attention should be given to maintaining the priority of the duties listed below. Responsibilities described in the Position Description will be reviewed annually.</p> <ul style="list-style-type: none"> • 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 Head of Learning Enrichment Teachers in programs and in classrooms if required.
- Demonstrate confidentiality in relation to sensitive information regarding students, parents and/or staff.
- 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 understand scope of role in relation to Pastoral Care Policy and Procedures
- Be well-informed in relation to responsibilities under the Privacy Act.
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004.
- 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.

Compliance

- Be well-informed in relation to responsibilities under the College policies, specifically:
 - Privacy Act
 - Child Protection
 - Pastoral Care Policy
 - Workplace Health & Safety

Reference Documents

[NCC Child Protection Policy](#)
[NCC Staff Code of Conduct](#)
[NCC Enterprise Agreement](#)
[NCC Staff Dress Code Policy](#)

Probation

An appraisal will be undertaken or the purposes of the probation period within the first six months of the appointment, and thereafter annually.

Review

Annually

Remuneration

In accordance with levels set out in the NCC Enterprise Agreement