
POSITION DESCRIPTION – TEACHING AND LEARNING TEACHER ASSISTANT LITERACY AND NUMERACY

History	November 2023
Purpose/Scope	As the Teaching and Learning Teacher Assistant – Literacy and Numeracy, your primary focus will be to collaborate with classroom teachers within the Junior School P-6 to address the learning needs of students, particularly those facing difficulties in literacy and numeracy. You will work in coordination with the schools teaching and learning staff and the learning enrichment coordinator to enhance students learning experiences.
Accountability	Head of Learning Enrichment in the Junior School, Junior School Teaching and Learning coordinators, Junior School Principal.
Relates to	Teaching & Learning, Year 2 – 4 Literacy and Numeracy intervention, Year 5 – 6 Literacy intervention.
Qualifications	Certificate 4 in School Based Education Support, prior classroom experience is desirable but not essential.
Attributes	<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• Contribute to the Christian culture of the College• Self-motivated, demonstrates initiative and flexibility• A strong interest in and demonstrated ability to develop valuable education experiences using creative, student-centered approaches to learning• Excellent interpersonal and communication skills including empathy and an ability to develop and maintain strong working relationships with key stakeholders.• To prioritise and effectively manage workload• Be reliable and punctual• Demonstrate a commitment to maintaining professional knowledge and skills• Maintain confidentiality, discretion, and honesty• Ability to initiate, innovate and adapt teaching to meet changing requirements• Appreciate the place and timing of fun and a sense of humour
Responsibilities	<p>You will have responsibility for leading the following activities and delivery of the following key tasks:</p> <ul style="list-style-type: none">• Work collaboratively with key personnel to enhance overall student achievement.• In conjunction with the teaching and learning team, assist with planning, preparing, and delivering effective short term intervention programmes tailored to identify students, with a specific emphasis on improving literacy and numeracy outcomes.• In consultation with classroom teachers, teaching and learning and learning enrichment, provide targeted intervention for small groups and individual students according to the schools teaching and learning plan.• Provide constructive feedback to the teaching and learning coordinator and learning support coordinator, identifying patterns of achievement, and recommending evidence-based intervention strategies at cohort and individual student level, particularly for underachieving students and those have learning difficulties.

- Offer expertise in the types of intervention that could contribute to the improvement of student achievement in literacy and numeracy.
- Embrace and promote diversity in the workplace, working towards creating an inclusive environment. Discuss and implement reasonable adjustments to support human rights and diversity across the workforce.
- Working alongside teachers you will evaluate the effectiveness of intervention programs as part of a cyclic review.
- Provide support and feedback on intervention strategies and teaching students with diverse learning needs.
- Document intervention responses for students requiring additional support.
- Actively participate in and promote the networking of Teacher Aides to share examples of best practices.

Reference Documents

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

Appraisal

Key Performance Indicators (KPIs) established in consultation with Supervisor
It would be desirable to establish KPI's within 2 months of commencement.

Review

Annually.

Salary

In accordance with levels set out in the NCC Enterprise Agreement.

Hours of Work

As per contract.