



ANNANDALE
CHRISTIAN
COLLEGE

the Way, the Truth, the Life

Life & Learning through Christ

TEACHER AIDE (L3) ROLE DESCRIPTION

<u>TITLE:</u>	Teacher Aide (Level 3)
<u>APPOINTED BY:</u>	Principal / CEO
<u>RESPONSIBLE TO:</u>	Deputy Principal – Primary or Secondary
<u>TEAM LEADER:</u>	Learning Support Coordinator
<u>ROLE:</u>	To assist students and teachers in the College to achieve the College Vision and Mission Statements:

Vision

*To be a college that celebrates life and learning
through Christ-centred Education.*

Mission

*To provide quality, Christ-centred education
through a partnership of parents, teachers and students
which recognises the Lordship of Christ
and the integrity of the Scriptures.*

A. ROLE SUMMARY:

As the Teacher Aide you will contribute to the provision of quality educational service by assisting and supporting teachers, students and parents with learning activities and administrative duties in a supportive college learning environment.

B. LINES OF MANAGEMENT:

All staff members of Annandale Christian College are responsible to the Principal through an appropriate line of management. The Teacher Aide reports to the Deputy Principal Primary or Secondary (through the Learning Support Coordinator) and is responsible for the functions specified in this document.

C. RESPONSIBILITIES AND DUTIES

The Teacher Aide's role fulfils the following functions in collaboration with other staff as appropriate:

a) TEACHING AND LEARNING:

- With direction from the teacher, articulates and implements a distinctively Christ-centred perspective for education including supporting learning that fosters faith.
- Uses the Bible outside 'devotions' and when appropriate to assist students become aware of the Biblical story.
- Shows sensitivity to students who do not currently own for themselves the biblical perspective.
- Engages in conversations that motivates students to seek higher levels of involvement in Christian endeavour and mission.
- Maintain anecdotal records on students for use in reviewing student's development as required.
- Support teachers in providing learning materials for students at risk.
- Under limited supervision, facilitate student learning via small groups and individually.
- Use of computer and other technologies when working with students.
- Assisting in practical classes such as science, home economics and manual arts within their scope of training.
- Assist with assessments under the direction of Class Teacher or Learning Support Teacher/ Specialist.
- Prepare and maintain learning support resources.
- Assist with general administrative tasks.
- Assist students with impairments to participate in a modified program to be as inclusive as possible.
- Supervision of students at break times.
- Supervision of students during sporting activities and school excursions in partnership with a teacher.
- Liaise with the Class Teacher regarding concerns and celebrations.
- Attend and assist at special college events like the bush dance and Christmas production.
- Follows and upholds all college policies and procedures including policies such as the Child Protection Policy.

b) BEHAVIOUR MANAGEMENT

- Be familiar with College's Student Wellbeing Code of Conduct.
- Supervision of individual and small group lessons within the classroom and small withdrawal areas.
- Liaise with the class teacher on their own classroom behaviour strategies to enable consistency for students.
- Refer students to the class teacher if behaviours interrupt the learning of others and the ability for the teacher aide to conduct the lesson.

c) COLLEGE PARENTS AND CAREGIVERS

- Establish and maintain appropriate interpersonal relationships between the school and community.
- Maintain confidentiality of information regarding a student, teachers and college matters at all times.

d) OTHER

- Participate in informal and formal feedback processes including participation in the College's annual appraisal process.
- Participate in professional development opportunities as required.
- Attend team meetings and full college staff meetings in accordance with work schedule.
- Carry out other work duties, commensurate with skills and experience, as directed by the Principal or College leadership team.

D. RESPONSIBILITIES FOR ALL STAFF – INCLUDING THIS ROLE

a) Occupational Health and Safety Obligations

- Know the procedures for dealing with issues of an emergency nature;
- Assist the College Executive team in identifying hazards in the work place;
- Assist with the assessment of risks associated with identified hazards;
- Participate in the development and review of risk assessment management procedures;
- Ensure that, by the employee's individual actions, omissions or negligence, they do not place themselves or other persons at risk of harm or ill-health in the work place;
- Follow risk management procedures when undertaking tasks and projects;
- Follow the reasonable direction of supervisors;
- Not interfere with, or misuse, any device or equipment that has been provided as part of a risk management measure;
- Report as soon as practicable and without delay to supervisors any matter that relates to hazard identification or risk assessment that affects the College's capacity to ensure a safe and healthy workplace;
- Report as soon as practicable and without delay to supervisors any adopted matter that indicates that the risk management procedures are inadequate to control a risk;
- Report as soon as practicable and without delay to supervisors any incidents or near misses that relate to occupational health and safety;
- If requested, respond and render assistance to any person who is working in the College who is suffering injury or illness.

b) Policies and Procedures

- Be familiar with and comply with all College Policies, Procedures and instructions as provided in various handbooks and updated from time to time.

c) Reporting Suspected Child Abuse

- Immediately report any suspected case of Child Abuse to the Principal.

d) Qualifications, Membership Status and Visas.

- Hold a Certificate III or higher in Education Support (or similar/ equivalent recognized qualification).
- Ensure your Qualifications (eg. First Aid), Membership Status (eg. Blue Card or Queensland College of Teachers) and Visa's (if you are not an Australian Citizen) are current and payment is up to-date.

E. VALIDATION

I, _____, understand the requirements, essential functions, and duties of my role/ position at ACC as outlined in this role description.

Employee Signature: _____

Date: ____ / ____ / ____

Principal Signature: _____

Date: ____ / ____ / ____

Purpose:	This position description and role/ responsibilities statement is used to clarify and make explicit the position of Teacher Aide (Level 3) .	
Scope:	For Annandale Christian College's Board, Officers, employees and students and parents.	
Version	Version 2.0, October 6, 2023	
Status:	Current	Supersedes: Version 1
Authorised by:	Principal	Date of Authorisation: 06/10/2023
References:	V:\Executive Team\Role Descriptions\Teacher Aide - Level 3 Role Description V2.0.docx	
Review Date:	Every year	Next Review Date: October 2023