

LEARNING ASSISTANT – PRIMARY YEARS



POSITION HOLDER:	Vacant
SECTION:	Primary Years
POSITION REPORTS TO:	Head of School – Early Learning to Year 6
REPORTS TO POSITION:	Nil
CLASSIFICATION:	TFS General Staff Level 4
STUDENT CARE:	Yes
HOURS:	8.30am – 12.30pm – 5 days per week

PURPOSE

To provide teaching & learning support to students in the classroom in their day-to-day delivery of education within the School.

PRIMARY DUTIES

- Working within the curriculum to provide specialised assistance to our students through support from the Classroom teacher.
- Providing guided supervision or appropriate support to students in the whole class, small groups or individually, having the understanding and ability to work with students.
- Undertake a wide variety of tasks and roles of varying complexity.
- Develop a working relationship with Teachers and Learning Assistants in a range of classes and subject areas.
- Support students by assisting the teacher with implementing a range of teaching and learning strategies.
- Assist with the general day to day operations or logistical needs of the curriculum program or class activities.
- Support the Classroom teacher with general record keeping and update of student notes on various school systems.
- Any other reasonable teaching support duties in line with skills and requirements of this role.

DELEGATIONS

- Nil

SUPERVISION OF POSITIONS

- Nil

KEY RELATIONSHIPS

- Teachers from Kindergarten to Year 6
- Other Learning Assistants and teachers in the School
- Maintenance Staff

SELECTION CRITERIA

1. Certificate III in Educational Support and / or equivalent experience/qualification as deemed by the School.
2. High level of interpersonal skills in dealing with, staff, students and parents.
3. Proven organisational skills, including an ability to prioritise tasks.
4. Competency in the preparation of classroom requirements to ensure the teacher can run the relevant class.
5. Ability to assist with the guided supervision of students within the classroom and ability to provide technical support.
6. Current First Aid qualification or willingness to undertake professional learning to acquire this.
7. Experience in, and the ability to work safely in, a school environment and appropriate fitness to carry out the duties of the position.
8. Strong support for the Purpose & Concerns and ethos of The Friends' School and can demonstrate this in interaction with students.
9. Have a current Working with Vulnerable People (employment) Registration and willingness to obtain a National Police Check (obtained within the last 12 months).

CONDITIONS OF EMPLOYMENT

- A salary will be paid according to qualifications and experience at rates stated in *The Friends' School (General Staff) Enterprise Agreement 2018*.
- General conditions of employment will be in accord with *The Friends' School (General Staff) Enterprise Agreement 2018* and *The Friends' School Staff Code of Conduct*.
- Provision is made for Long Service Leave in accordance with the *Long Service Leave Act 1976*, with the exception that employees are entitled to Long Service Leave after 10 years of service.
- In accordance with Australian Government legislation, employees are entitled to elect the complying superannuation fund into which their 10% employer superannuation contributions will be paid.
- Employees of The Friends' School will respect and comply with the Staff Code of Conduct.
- All appointments are made subject to the provision of a satisfactory National Police Record Check. Any offer of appointment will become void should the Police Record Check present any concerns in respect to our Duty of Care to students and staff of the School. Current Working with Vulnerable People Registration (employment category) is also required.
- It is anticipated that staff will maintain the necessary level of fitness appropriate to fulfil the inherent duties of the position.
- In accordance with the Work Health and Safety Act 2012 (Tasmania), as an employee of The Friends' School you must:
 - take reasonable care for your own health and safety; and
 - take reasonable care that your acts or omissions do not adversely affect the health and safety of others; and
 - comply, so far as you are reasonably able, with any reasonable instruction that is given by the School; and
 - cooperate with any reasonable policy or procedure, safe work instruction relating to health or safety at the School that has been notified to staff.
- The Friends' School is an equal opportunity employer

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: