

TEACHING ASSISTANT
HPE, OUTDOOR ED & SPORTS- YEARS 7 TO 12



POSITION HOLDER:	Vacant
SECTION:	Health Faculty
POSITION REPORTS TO:	Learning Leader Health (Daily supervision undertaken by Teacher in charge of assigned classes)
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2021 – General Staff - Classification TFS Level 6
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Fixed term, part time
HOURS PER WEEK:	22.5 hours per week (employed term-time only) Days of work flexible depending on the needs of the faculty

PURPOSE

To provide teaching and learning support to classroom teachers in their day-to-day delivery of PE and Health, Outdoor Education and the Sports Co-curricular program within the School.

PRIMARY DUTIES

- Ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Assist the classroom teacher by driving students and other staff to and from specialist activities that may include the Bell Street grounds, outside facilities, co curricular sport and Outdoor Education trips.
- Through discussion with the teacher, prepare the necessary equipment and resources for each class or activity. Support teachers and other assistants and trainees with project management of tasks, use of resources, and safety issues. This may include planning for daily tasks and specialist events that require advance planning at least two weeks in advance.
- Provide feedback around their interactions with students to teachers based on information provided by teachers on specific student's needs (social, emotional, behavioural).
- Preparing resources outlined in shared planning document(s) and ensuring the PE, Outdoor Education and Co-curricular equipment are maintained and are in good condition for the commencement of each class or activity.
- Contribute to routine safety checks and the development and implementation of Risk Assessments for the various activities.

- Supporting the teacher with the implementation of the classroom behaviour and safety agreements. Provide one-on-one instruction and guided supervision of students in the classroom, outdoor activities and sports activities that they are assigned to.
- Support the teacher in providing First Aid as necessary, complete an incident form, and submit the form.
- To occasionally provide guidance and mentoring of new Teaching Assistant team members and trainees.
- To ensure the PE, Outdoor Education and Co-curricular Sports work areas and resources are maintained and organized to the agreed standard.
- To undertake any basic administrative or support function as requested by the teacher.
- Provision of teaching support for supervising students in different work areas separate from where the teaching staff are located.

D E L E G A T I O N S

- Nil
However, the position-holder may be required to procure goods within their area, using a School purchase order. The purchase order limit will be set by the Head of Department. Invoices resulting from these purchases must be authorised by the relevant budget holder.

K E Y R E L A T I O N S H I P S

- Teachers of PE and Health
- Teachers of Outdoor Education
- Head of Secondary Sport
- Sports coaches
- Other Teaching Assistants and Teachers in the Faculty
- Sports trainees

SELECTION CRITERIA

1. Understanding and experience of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Relevant experience in the PE and Health, Outdoor Education and Sports areas (experience in at least one area is essential).
3. Have or be willing to gain a heavy vehicle (light rigid) Drivers and PPV licence.
4. High level of interpersonal skills in dealing with parents, staff, students and outside contractors.
5. Proven organisational skills, including an ability to prioritise tasks.
6. Ability to assist with the guiding supervision of students within the classroom, on school excursions and at sporting activities.
7. Ability to work safely, in a school environment and appropriate fitness to carry out the inherent duties and requirements of the position.
8. Show support for the Purpose & Concerns and ethos of The Friends' School.
9. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old). Hold a current Tasmanian drivers licence and current First Aid qualification or willingness to undertake professional development to acquire this.

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: