



Tarremah Steiner School

Position Description - 2008

Title: Teacher's Aide

Award: Independent Schools (Non-Teaching) Award and NAPSA (National Agreement Preserving the State Award)

Section: Primary/Middle School

Terms of Employment:

Permanent or fixed term, full or part-time, up to 76 hours per fortnight, 38 weeks per year.

Full Time Equivalent (FTE): various

This position description was written by the College of Teachers and the College reserves the right to give new directives and new interpretations to all teachers in accordance with the spirit of this position description and other policies of the school.

Duties

1. Assist the teacher both inside and outside the classroom.
2. Assist with the supervision of small groups or individuals on activities.
3. Maintain the general cleanliness and tidiness of the classroom.
4. Prepare teaching aids and other materials to support the teaching and learning programs including for festivals and special events.
5. Maintain stores and equipment.
6. Participate and assist in whole school activities.
7. Undertake other duties associated with the above tasks, as appropriate to the level of skills and experience.

Selection Criteria

Knowledge and Skills

1. Appropriate training, and/or experience in teacher's aide work.
2. Able to relate well with children.
3. Ability to work without close supervision and exercise reasonable judgement.
4. Good verbal communication skills.
5. Personal skills of adaptability, initiative, self-motivation, and the ability to contribute to the work of a team in a school environment.
6. Be willing to develop an understanding of the Steiner curriculum and its implementation and through study, in-service and outside opportunities.

Qualification and Requirements:***Essential Requirements:***

- The College Chair has determined that the person nominated for this position is to satisfy a pre-employment check before taking up the appointment. The following checks are to be conducted: conviction check for: crimes of violence, sex related offences, serious drug offences.
- An Independent Health Assessment will be required for short listed candidates as part of the employment process.

Special Position Information:

Independent Schools (Non-Teaching) Award and NAPSA (National Agreement Preserving the State Award)

This position is for 10 hours per week, Monday to Friday, 2 hours per day, commencing 16 June, 2008 and finishing 12 December, 2008. It is a term time only position.

Work Environment:

The School is committed to high standards of performance in relation to Occupational Health and Safety. All employees are expected to participate in maintaining safe working conditions and practise and promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. The School is a smoke-free environment.

Code of Conduct

The School's Code of Conduct complements the Constitution and requires employees to act appropriately in the course of their duties and to maintain the confidence of the community in the activities of the School.

Direction/Supervision Received:

Directions and work priorities will be primarily set by the teacher, to achieve set outcomes, undertaken under routine supervision. The incumbent will be required to exercise initiative and judgement within established guidelines and procedures.

Authorised by: College Chair

Date: _January 2008