

ES1-2 Teacher Aide

POSITION DETAILS

Department:	Teaching Support
Classification Level:	Education Support Level 1 – Range 2
Time Fraction:	0.80 (30.4 hrs per week)
Contract Tenure/Employment Type:	Fixed Term
Superannuation:	12%
Location:	Warrnambool College – Grafton Road

Note that probation periods of three or six months apply to all positions. Appointment to the College may be subject to satisfactory police check and Working with Children Check.

ABOUT THE ROLE

PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

Under the direction of the Leading Teacher for Disability Inclusion and Inclusive Education Manager, the Teacher Aide will provide effective support to teachers and students in the school.

Key Responsibilities

- Support student learning and wellbeing in classrooms and other school activities
- Communicate regularly with teachers and others in the team to implement planned student supports
- Demonstrate inclusive practices that enable all students to access the curriculum and participate in learning.

ORGANISATIONAL RELATIONSHIPS AND IMPACT

The Teacher Aide position plays a vital role in ensuring an inclusive learning environment in the school.

The position requires the staff member to perform tasks under the direct supervision of the classroom teacher, and Inclusive Education Manager, Leading Teacher for Disability Inclusion and other leadership staff as required.

All guidelines and policies of the school need to be complied with.

CLASSIFICATION CONTEXT AND TASK LEVEL

The classification of this role aligns with the Victorian Government Schools Agreement (VGSA) based on the advertised level. Responsibilities include:

- Assist students with learning, assessments general tasks, communication, self-care, and interpersonal interactions in the school environment.

- Work with or supervise small groups of students when required (maximum size is 4 students)
- Assist with the preparation of classroom materials and resources under teacher's direction.
- Assist with toileting, meals, and lifting for students requiring special care.
- Contribute to the development, use of strategies, and review of goals in student Individual Education Plans (IEP)
- Assist in the preparation of personalised student resources under teacher direction.
- Document adjustments made on Compass, including supporting teachers to meet the educational needs of specified students.
- Document observations of student needs and support to assist with collecting supporting information for Disability Inclusion Profiles.
- Attend meetings when required, which may include: Inclusive Education team meetings, ES staff meetings, whole school staff meetings, Student Support Group (SSG) meetings and professional learning activities.
- Assist with supervising and supporting students with additional needs to attend extra-curricular activities such as camps, excursions, sporting activities, etc.

REPORTS TO

This position has line management responsibilities to the Leading Teacher for Disability Inclusion but on a day-to-day basis is accountable to the Inclusive Education Manager.

The **Education Support – Teaching Assistant** is part of the Inclusive Education Team, whose responsibility is to work co-operatively as part of the team, ensuring a professional, productive, friendly and efficient workplace.

DUTIES AND RESPONSIBILITIES

Support Tasks	<ul style="list-style-type: none"> ● Build positive and respectful relationships with students. ● Attend classes with students as per Teaching Assistant timetable. ● Assist students on an individual or small group basis across many learning areas and different year levels ● Gather, prepare and set up resources that will be used for learning ● Assisting students to be organised for class. ● Support students with transition to classes. ● Understand the Learning Intention and Success Criteria of classes and support students to achieve them ● Support students in their learning and assessment ● Put into place directions you have been given for assessments and follow what is required of you. ● Ask and discuss with teachers how you can best support student learning and wellbeing ● Observe and notice when students are not able to participate and provide this feedback to the teacher. ● Work with the teacher to support participation. ● Assist students to engage in self-regulation strategies ● Be intentional about supporting students to develop their independent learning skills. ● Model and encourage students to take steps to independence.
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DUTIES AND RESPONSIBILITIES

Support Tasks	<ul style="list-style-type: none">● Use preventative strategies to support students to make positive behaviour choices● Use encouragement (non-verbal and specific, positive praise) to recognise appropriate behaviour● Support students when using digital technology● Contribute notes on student progress, for record-keeping and handover.● Assist with toileting, meals, and lifting, to students requiring special care.● Assist with the supervision of in the yard, at camps, on excursions, in sporting activities, intervention activities and development of life skills.● Identifying professional development needs and participate in relevant activities.● When interacting with students, colleagues and the wider community, act and speak professionally● Other duties that may be required by the Leadership team or Principal Class.
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This position description describes in general terms the normal duties which the Education Support is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.

Victorian Government Schools are child safe environments. Our school actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>