



THE HUTCHINS SCHOOL

# Position Description

## Teacher Aide

<b>Reporting to:</b>	Head of Junior School and Director of Kindergarten & Children's Services
<b>Direct reports:</b>	N/A
<b>Full Time Equivalent (FTE):</b>	Varied (term time only)
<b>Classification:</b>	Classroom Support Services, Grade 2 – Grade 3
<b>Role-specific check(s):</b>	Tasmanian Registration for Working with Vulnerable People (RWVP)

### Background and context

The Teacher Aide provides practical assistance and support to classroom Early Childhood Education teachers who are responsible for providing the teaching and learning program to students.

Teachers provide direction to and close supervision of Teacher Aides allocated to their classrooms. Teachers are accountable for student assessment, educational planning, delivery of instruction, behaviour management of all students and communication to parents/carers.

Teacher Aide responsibilities can vary depending on the support needs of the teacher and the objectives of the teaching and learning program however the Teacher Aide is available to help with the practical delivery of the play based learning program, assist with behaviour management and daily classroom routines for all students and be available to provide social and emotional support to students when required.

This role is an important part of the team that delivers a warm, supportive learning environment for students from Pre-Kindergarten to Kindergarten and is also an integral support to Inclusion Support Educators.

### Key Relationships

- Junior School and ELC Leadership Team
- Classroom Teacher/s
- Out of School Hours Care Staff
- Students
- Members of the Hutchins community including Parents and Carers

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## Key accountabilities

### *Planning and Preparation*

- Collecting and arranging materials in preparation for the teacher especially for play based learning, indoor and outdoor play, and art.
- Maintaining the cleanliness of work areas and eating areas before and after activities.
- Assisting with the preparation of items for presentation at assemblies or public occasions.
- Assisting with displays of students' work.
- Assisting with set up and maintenance of classroom and outdoor settings.

### *Clerical Tasks*

- Filing and maintaining student records and classroom work.
- Collection of notices, monies, library books or readers.
- Photocopying as required.
- Other clerical tasks as required.

### *Supervision*

- Throughout the School day assisting the teacher to ensure that all students are playing safely, following classroom and School Rules, Children's Service Policies and supporting appropriate social and self-regulation skills.
- Providing feedback to the teacher about any inappropriate student behaviour or misconduct.
- Assisting students and at specialist classes, for example Library, Physical Education or Music.
- In consultation with teacher, taking some form of instruction daily in independent or small group work in the areas of literacy, numeracy or other activities.
- Supervising large groups on occasions such as reading a story or taking news times.
- Participate as required in the student supervision roster for the ELC during class break times.

### *General*

- Assist students with routine tasks such as toileting, nappy changes, shoelaces, clothes, lunches and belongings, putting notices in bags.
- Assist teachers with documentation and evaluation of a student's development. Discussing with the teacher individual student, classroom and school goals as well as any challenges that arise.
- Provide one-on-one support for a student when needed during the school day to enable the teacher to focus on remaining classroom students.



## Position Criteria

### Essential

- Uphold the School's Code of Conduct defining professional behaviour, standards and statutory obligations.
- Support the School's Guiding Statements and model the values of the School through words and personal actions.
- Solve problems in a practical and timely manner.
- Make decisions and work autonomously within the scope of the role.
- Complete accurate work to a deadline.
- Work well in a small team.
- Work in an organised and efficient manner.
- Completion of or actively working towards an ACECQA approved Certification III in Education Support or Diploma.
- An understanding of the NQF, and EYLF
- Proven numeracy and literacy skills
- An understanding, gained through experience and/or attainment of formal qualifications, of health and safety in the workplace.
- A current first aid qualification such as Provide First Aid in an education and care setting.
- Ability to demonstrate basic computer skills and undertake word processing tasks in Microsoft Office software.

### Safeguarding children and young people

Our school takes child protection seriously, and as an employee of The Hutchins School, you are required to meet the behaviour standards outlined in our [Practice and Behaviour Standards](#) and [The Hutchins School Code of Conduct](#), as updated from time to time, and to adhere to the requirements of the [Safeguarding Children and Young People](#) and [Mandatory Reporting](#) policies.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your charge;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.



## Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

- take reasonable care for your own health and safety.
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons.
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

## Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.

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