



Pittwater House

POSITION DESCRIPTION

TITLE: Teaching Assistant – Diverse Learning

REPORTS TO: Principal via Deputy Principal
Coordinator of Learning Enrichment

LIAISON WITH:

- Heads of School
- Assistant Heads of the Junior School
- Teachers
- Parents

PHILOSOPHY:

The care of and interest in the individual student is one of the most important aspects that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House Schooling.

Providing the students with an academic, relevant, global, 21st century educational experience that encourages the use of technology and critical thinking skills is central to the Pittwater House service.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitudes toward all areas of the School. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public, your approach needs to reflect the high standards and reputation of the School and your actions need to be in accordance with relevant laws.

Meetings:

- Executive Meetings
- Curriculum Coordinators' Meetings
- Staff Meetings
- Professional Development Meetings
- Other committees, the foci of which pertains to the position

Essential Criteria

The Role

The Teaching Assistant is required to provide learning support and assistance to students and teachers as directed by the Coordinator of Learning Enrichment.

Conditions of Employment

The terms and conditions of employment are according to the *Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2021*.

Hours of Duty

The Teaching Assistant is a Full-Time term-time only position. Hours on campus will be 8:00 am – 4 pm. Staff Professional Development Days are counted as term-time and these will be used either in Professional Development or in preparation, which will be directed by the Coordinator of Learning Enrichment.

The Teaching Assistant is responsible for the following:

- Assisting students to move around the campus, for example, to and from classrooms and to specialist areas
- Developing an understanding of the specific problems and special educational programs operating for a student or groups of students
- Support teachers in the delivery of the educational programs to students
- To actively participate in activities, assisting and intervening and encouraging students where appropriate.
- To make themselves and the student(s) they are assisting part of the whole class setting, rather than an isolated unit within the classroom
- Assisting the student(s) to stay on task and to assist the student maintain focus
- Providing feedback to the classroom teachers, Learning Support Teachers and the Coordinator of Learning Support regarding the progress of students
- Assisting teachers with the care of children on school excursions and other out of class activities
- The Teacher Assistant may be required to assist any student(s) in the classrooms, other than just the allocated student(s).
- Assisting with the collection, preparation and distribution of teaching aids.



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Position Requirements:

- Certificate III or higher relevant qualification
- Relevant skills and experience as a Teacher Assistant
- Strong interpersonal and communication skills with students, staff and parents
- The ability to work effectively as a member of a team
- The ability to demonstrate patience and care with children
- Adaptability and the ability to prioritise tasks
- The ability to maintain confidentiality
- First aid qualifications, including Senior First Aid.
- Adequate police check (Working with Children Check)

The Teaching Assistant may be required to maintain a degree of flexibility in working hours from time to time, as required for the position and may also be required to assist and relieve in other positions from time to time. The School reserves the right to modify the position to meet its operating needs. Any other matters as determined in consultation with the Deputy Principal and/or Principal.

Workplace, Health and Safety is the responsibility of all employees. All employees must perform duties in accordance with the Work Health and Safety Act and the workplace, health and safety requirements of Pittwater House.

Application Process

Applications should include a covering letter addressing the responsibilities of this role, as well as a current resume including the name and contact details of three (3) professional referees.

Performance:

There will be a review of the role at the end of the initial term of employment where the incumbent meets with the Executive team.