



## The Glennie School Position Description for

### **Teacher Aide – Learning Support**

CLASSIFICATION LEVEL	School Officer Level 2 – Teacher Aide - Learning Support
STREAM	Learning Assistance
QUALIFICATION	Certificate 3 Educational Support
SUPERVISOR	Learning Support Coordinator
SUPERVISORY ROLE	Supervision of students will be required
POSITION DETAILS:	permanent, term-time, part-time position, Monday, Tuesday, Thursday and Friday, 8.40 am to 3.15 pm including a 40-minute unpaid lunch break.
PERFORMANCE APPRAISAL	A six-month probation period will apply from the date of initial appointment. Annual appraisal reviews will be conducted by the School annually after the date of initial appointment.

#### **POSITION SUMMARY**

Assist and support Learning Support and Middle and Senior School teachers and give student aid as required.

#### **PERSONAL ATTRIBUTES AND GENERAL PREREQUISITES OF STAFF AT THE GLENNIE SCHOOL**

The personal attributes and skills expected for a position at Glennie include the ability to:

- demonstrate support for, and empathy with, Anglican values and beliefs together with the School's mission, vision and philosophy
- comply with all guidelines, policies and procedures as set out in legislation, the current Queensland Anglican Schools Enterprise Agreement and other School policies
- maintain confidentiality in all matters relating to students, parents and staff
- demonstrate well-developed interpersonal skills, displaying the Glennie Values (Respect, Compassion, Courage and Integrity) and a caring attitude towards all members of the Glennie community
- ensure daily behaviour and dress standards are professional, and adhere to the School's Code of Conduct

- demonstrate effective organisational and time management skills, meet deadlines and display initiative
- be responsible and accountable for personal performance
- be able to work independently and with minimal supervision
- demonstrate effective IT skills appropriate for the position
- be committed to continue self-improvement through professional learning
- maintain a degree of flexibility in working hours from time to time as required for the position
- accept that the Principal reserves the right to modify the position to meet the operating and educational needs of the School
- be aware of, and be able to act on, school emergency procedures and carry out Workplace Health and Safety (WH&S) obligations of the School as indicated in the School online induction training program and Staff Handbook
- undertake other reasonable and relevant duties as directed by the Principal or her representative
- support the School's staff mission statement
- advocate for all areas of The Glennie School at all times

### **DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Glennie Teacher Aide – Learning Support will include, but not be limited to:

- working with students on an individual basis to promote progress with mathematics, reading, writing, grammar and spelling
- assisting students to prepare assignments by reinforcing skills and comprehension
- assisting at risk students (ascertained and disabled) in the classroom, being especially vigilant to potentially dangerous and disruptive situations, providing supervision as necessary
- assisting Learning Support teachers and other supervisory staff to set up for lessons through filing, photocopying and producing class resources etc.
- assisting teaching staff with forward planning of lessons
- accompanying students / classes to specialist lessons in other areas of the School (e.g. art and swimming)
- assisting students to participate in excursions; providing support to teaching staff
- assisting students at various School events, supporting teaching staff to ensure students participate safely

### **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person, including that of employees.

The Anglican school commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm. Staff must:

- attend all student protection mandatory training annually and any other professional learning events as required by the School

- understand and comply with all obligations under the Student Protection in Anglican Schools Policy and Procedure as they relate to this position
- support and engage with all student protection initiatives and programs across the School
- comply with all reporting requirements as detailed in the Student Protection in Anglican Schools Policy and Procedure 2018

Please forward applications including appropriate qualifications and the names and the contact details of three Professional Referees (external candidates) or two Professional Referees (internal candidates) to:

Human Resources Manager  
Mrs Sabine Eadie  
The Glennie School  
246a Herries Street  
TOOWOOMBA QLD 4350

F: 07 4688 8767

E: eadies@glennie.qld.edu.au