

ST MARY'S COLLEGE BROOME

POSITION DESCRIPTION & DUTY STATEMENT

POSITION TITLE:	Teacher Assistants – Special Learning Needs
EMPLOYMENT TYPE:	Full Time, Ongoing
REPORTS TO:	St Mary's College Classroom Teachers
SUPERVISES:	Nil
CLASSIFICATION:	Step 1 – 2, Unqualified & Qualified
DATE LAST REVIEWED:	May 2022
ACCREDITATION LEVEL:	Accreditation to work in Catholic Education (Schools)
APPROVED BY:	Principal, St Mary's College

PURPOSE OF THE POSITION:

Employees at this level work under general supervision and guidance performing tasks that require limited discretion and judgement in achieving clearly defined outcomes determined by the teacher. Employees will be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualification.

CORE DUTIES AND RESPONSIBILITIES:

Under general guidance, the Teacher Assistant - Special Learning Needs can be expected to perform tasks within the following range:

- Support the College in maintaining the Catholic ethos of the College and act in a manner that is supportive of the teachings of the Catholic Church.
- Record information regarding SWD as required by the teacher/s: e.g., for assessment tasks; behaviour patterns and/or incidents.
- Provide support and training to the student in the implementation of IEP/CAP objectives including all education, therapy, hygiene, and self-care programs, as directed by the teacher.
- Support the maintenance and use of specialised equipment including mobility devices and supports, specialised seating, computers and digital technologies, augmentative, and assistive communication resources.
- Monitor and/or supervise hygiene and self-care programs, including (but not limited to) feeding, dressing, drinking, catheterisations, and toileting - including the cleaning of students and their clothes.
- Assist in the care, monitoring, and supervision of Students with Special Needs (SWD) during outdoor activities, which may include before school, recess and lunch time periods, sport, excursions, and camps.
- Attending to students who are sick or who need minor first aid.
- Monitor and assist students in work experience and liaise with employees.
- Ensure the safe and hygienic storage and handling of foodstuffs and food preparation utensils.

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- Demonstrate competent use of information technologies.
- Other duties as discussed with Principal or as delegated, Deputy Principal and Assistant Principals.

SELECTION CRITERIA SKILLS AND EXPERIENCE REQUIREMENTS:

Essential:

- Promote the inclusion of Students with Special Needs (SWD) in the school community and be aware of safe and effective lifting and handling techniques.
- Well developed communication and interpersonal skills to assist in establishing and maintaining close working relationships with families, local community stakeholders and other networks.
- Show initiative, work independently, and contribute actively to a dynamic team environment and embrace the concept of continuous learning.
- Be prepared to participate in Co-curricular activities and have an ability to work in and contribute to a team environment.
- Be competent users of basic IT.
- Model and maintain the Catholic ethos and traditions of the College.
- Maintain a high standard of confidentiality.

Qualifications Required:

- Current Working with Children Check.
- Nationally coordinated Criminal History Check.
- COVID-19 Vaccination requirements.

Desirable:

- Relevant experience or qualifications as a Teacher Assistant or similar.

SHARED ORGANISATIONAL ACCOUNTABILITIES:

OUR MISSION

St Mary's College is a Catholic school situated in Broome that provides education from K-12 for parents who desire a Catholic education for their children. The College caters for the diverse educational, spiritual and cultural needs of its students by promoting self-esteem and initiative. It offers them skills to take their place confidently in society while living according to Christian values.

OUR CORE VALUES

Courage: Upholding the Faith and all Christian values and being true to ourselves.

Love: Understanding differences with compassion and humility; accepting what has happened and being able to move on with unconditional forgiveness.

Empathy: Listening, understanding, and communicating with others in the spirit of our College Motto – Listening Hearts.

Acceptance: Appreciating each person and their story, valuing cultural differences, creating a safe, caring College and being inclusive of all.

Resilience: Being self-motivated, understanding our strengths and challenges, always giving our best and persevering in the face of adversity.



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OUR MOTTO - Listening Hearts

We have empathy for each person's circumstances, hopes and dreams, and listen with our hearts to students, families, and staff.

COMMUNICATION

In the spirit of collaboration, contribute to and support the work of the College to ensure channels of communication are effective within the community.

COMMUNITY

Provide active witness to the Code of Ethical Conduct of the CEOWA.