



Rockhampton Girls Grammar School

Est 1892

POSITION DESCRIPTION

TEACHER AIDE

Rockhampton Girls Grammar School is one of the original eight Grammar Schools of Queensland. Opening in 1892, Girls Grammar has served and supported the education of girls and young women for 130 years. The Girls Grammar family experience is dynamic and contemporary, informed by rich traditions and values.

Rockhampton Girls Grammar School is a learning community founded on a commitment to 'Learning for Life'. Each member of our School family contributes to sustaining an environment in which individuals actively engage in their learning; where School values are embraced; where mutual and self-respect is paramount; where community and global citizenship is fostered and where excellence in every endeavour is sought and celebrated.

OUR VISION

To be known as an outstanding school in Regional Queensland that works in active partnership with students, staff, families, and our community so that girls:

- are inspired, challenged, and supported to be strong in mind, body, and voice;
- have the self-belief to pursue excellence in all endeavours;
- develop a lifelong aspiration for learning – 'Non Scholae, Sed Vitae'; and
- embrace the schools' values and ethical principles to live as empowered individuals who confidently approach an ever-changing world with intellectual curiosity.

OUR MISSION

At Rockhampton Girls Grammar School, we strive to be an independent day and boarding school of choice in Regional Queensland where girls build an enduring sense of connection, are nurtured to be their best and develop the skills, self-belief, and resilience to confidently embrace their futures.

THE ROLE

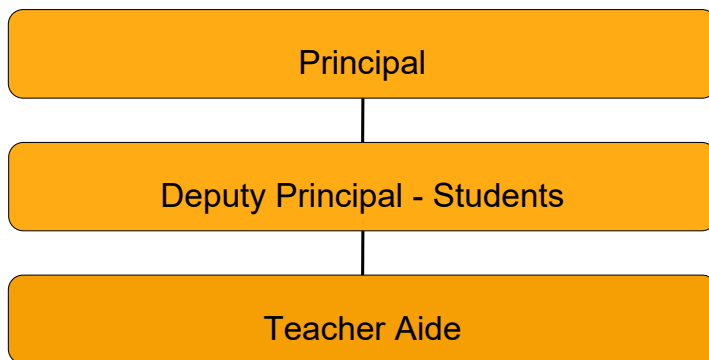
Position Title:	Teacher Aide
Employment Type:	Permanent Part Time – Term Time
Reports to:	Deputy Principal - Students
Classification:	School Officer – Level to depend on qualifications
Date Prepared:	28 June 2022

POSITION OBJECTIVE

The Teacher Aide assists teachers with curriculum planning, supervision, and support of students in a classroom setting. The Teacher Aide assists in presenting and reinforcing learning concepts. Teacher Aides employed at Rockhampton Girls Grammar School play an important role in creating a positive, caring and open culture that encourages full participation in study, co-curricular programs within the school. Teacher Aides are expected to model appropriate behaviours, values and attitudes at all times.

ROLE ACCOUNTABILITIES

Key Professional Relationships



KEY CHARACTERISTICS

The Teacher Aide's core accountabilities, under the direction and leadership of the Deputy Principal - Students, is to assist with:

- supporting the teacher to ensure a safe and stimulating educational environment;
- supporting the teacher in planning and preparing for daily activities;
- supporting the teacher in preparing lesson outlines, plans, and curriculum in assigned areas;
- planning, preparing, and developing various teaching aids for use in classroom;
- presenting subject matter to students, under the guidance of a teacher, utilising a variety of methods;
- supporting students, individually or in groups, with lesson assignments to present or reinforce learning concepts;
- performing miscellaneous job-related duties as assigned;
- outstanding interpersonal skills, with a proven capacity to cooperate and work positively with staff and students;
- strong organisational and time management skills;
- a high degree of confidentiality and discretion;
- strong attention to detail;
- emotional resilience and effective conflict management skills; and
- the ability to be flexible and work in a high-pressure environment.

Expected Knowledge, Attributes and Competencies

- Ability to communicate effectively, both orally and in writing.
- Ability to understand and follow safety procedures.
- Ability to understand and follow specific instructions and procedures.
- Ability to provide activities for children that encourage healthy growth.
- Child supervision skills.
- Ability to provide a supportive and caring environment for children.
- Skill in preparing instructional aids and plans.
- Emotional resilience and conflict management skills.

Other relevant factors

- Attendance at professional development opportunities is required on an annual basis.
- This Position Description may be modified from time to time to meet the operating needs of the school.

WORKPLACE HEALTH AND SAFETY

Employees are responsible and accountable for:

- taking reasonable care of your own health and safety;
- taking reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- complying with any reasonable instruction to allow the compliance with the Workplace Health and Safety Act 2011;
- co-operating with any reasonable policy or procedure relating to health or safety;
- active participation in activities associated with the management of workplace health and safety;
- identification and reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace; and
- correct utilisation of appropriate personal protective equipment.

MANDATORY REQUIREMENTS

Promote Rockhampton Girls Grammar School inside and outside the school community.

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- supply a Criminal History Check prior to commencement of employment;
- adhere to the School's Child Protection Policies, Staff Code of Conduct, policies, and procedures;
- report suspected cases of child abuse in accordance with the school's policies; and
- agree to be fully vaccinated against Covid-19 and provide evidence of your Covid-19 vaccination status under the direction from the Government regarding Covid-19 vaccinations; and
- complete the compulsory compliance training, including Child Protection Training and Anaphylaxis training, as part of your induction within two weeks of commencement and annually thereafter.

APPRAISAL/ REVIEW CONDITIONS

As a member Rockhampton Girls Grammar team, you will be required to participate in regular feedback conversations and undergo annual professional review with the Deputy Principal - Students.

ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. You will also be required to perform any other duties that the Learning Enhancement Coordinator, Deputy Principals or Principal of Rockhampton Girls Grammar School may direct you to perform which could be reasonably considered relevant to the position.

ACCEPTANCE

I, (print name)..... accept the offer of employment on the conditions stated above.

I acknowledge that I have received a copy of the Teacher Aide Position Description.

Signature:..... Date:.....