



# Rockhampton Girls Grammar School

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## ROLE 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 over 130 years.

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

Rockhampton Girls Grammar School prides itself on being an outstanding school in Regional Queensland that works in active partnership with students, staff, families and 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 School's 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.

### OUR VALUES

Staff and students are expected to display the following behaviours that are at the core of our School:

- Courage and integrity
- Respect
- Pursuit of excellence
- Innovation and tradition
- Connection and inclusivity
- Intellectual curiosity

### OUR MOTTO

Clever, Confident and Connected.

## THE ROLE

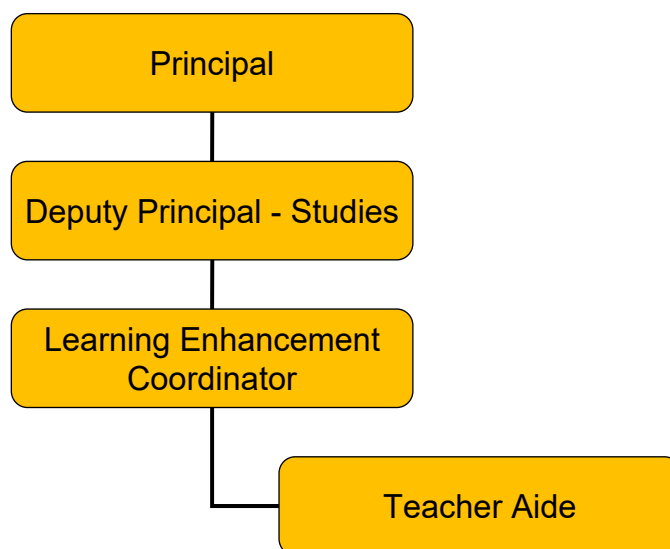
Position Title: Teacher Aide  
Reports to: Learning Enhancement Coordinator  
Date Prepared: 21 February 2023

## 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 Learning Enhancement Coordinator, is to:

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

## OTHER DUTIES

- School roving supervision duties which could include before school, morning tea, lunch, afternoon tea or after school.
- Attend Professional Development as required.
- Promote the interests of Rockhampton Girls Grammar School.
- Serve the School diligently and faithfully.
- Any other duties as reasonably directed by your Line Manager.

## 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.

## MANDATORY REQUIREMENTS

The successful application is required to:

- possess a current Blue Card from the Commission for Children and Young People and Child Guardian;
- promote Rockhampton Girls Grammar School inside and outside the school community;
- work harmoniously with other employees with due regard to their rights and employment conditions under the School's enterprise agreement and Fair Work legislation;
- take appropriate care to always represent the School in a professional manner (in appearance, speech, dress, etc.);
- 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
- 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.

## WORKPLACE HEALTH AND SAFETY

All Rockhampton Girls Grammar School 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 compliance with the Workplace Health and Safety Act 2011;
- compliance with workplace policies and procedures for risk identification, risk assessment and risk control;
- cooperating 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.

## 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 Learning Enhancement Coordinator.

## ACKNOWLEDGEMENT

This job description has been developed to indicate the general nature and level of work performed by employees within this role and may be subject to change to meet the operating needs of the School. 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.

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## 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 Role Description.*

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Teacher Aide  
Rockhampton Girls Grammar School

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Date