

Role Description

Teacher's Assistant, Junior School

Reports to: The Head of Junior School

Hours: 8.00am – 4.00pm, Monday to Friday, in term time only

Supervisor: Dean of STEM

Overview

The Teacher's Assistant also works at the direction of the other Junior School Deans.

The Teacher's Assistant assists and supports the Dean of STEM and Junior School teachers with the preparation and enhancement of learning materials and associated activities.

Professional Responsibilities:

- Manage and maintain equipment in the STEM Lab.
- Operate the 3D printers.
- Supervise small groups of students in the STEM Lab.
- Prepare the STEM Lab furniture as required for each class.
- Assist with the management and stocktaking of equipment and resources in the Junior School.
- Assist teaching staff with playground supervision.
- Contribute to the welfare, health and safety of students, including the delivery of First Aid.
- Assist with other duties in the Junior School as required.

Qualifications:

- Certificate III in School Based Education Support (or equivalent), First Aid Certificate

Personal Attributes and Skills:

- Models the Christian view of, and approach to, interaction with staff members that promotes positive and harmonious relationships
- Displays an aptitude for using ICT and a willingness to learn new skills
- Communicates clearly and functions as an effective team member
- Displays respect and empathy for students with additional needs
- Maintains confidentiality and responds professionally and sensitively to students and their families.
- Promotes unity and wellbeing within the staff; communicates and addresses concerns appropriately to Senior Staff
- Is loyal to the Principal and publicly supportive of her decisions.