

Role Description

Pre-Kindergarten Teacher's Aide

Reports to: Head of Junior School
Supervisor: Pre-Kindergarten Coordinator
Status: Mondays to Fridays 8.00am – 4.00pm, term time only

Role

The Pre-Kindergarten Teacher's Aide assists and supports teachers with the preparation and enhancement of learning materials and associated activities.

Responsibilities

- Assist teachers and students with sporting activities, excursions and incursions.
- Assist with the implementation of programs for students requiring additional support.
- Supervise educational activities, under the direction of the teacher.
- Provide clerical assistance, such as duplicating and photocopying materials, compiling student records, assisting in organising off site activities etc.
- Receive, direct and relay telephone messages.
- Prepare, store, make available and clear away teaching equipment and materials.
- Assist with the management and stocktaking of equipment and resources.
- Assist teaching staff with playground and arrival/departure supervision.
- Contribute to the welfare, health and safety of students, including the delivery of First Aid.
- Assist with other duties at the Lingwood Campus and the Junior School campus as required.

Essential Attributes

The Pre-Kindergarten Teacher's Aide:

- Models the Christian view of, and approach to, interaction with staff members that promotes positive and harmonious relationships;
- Communicates clearly and functions as an effective team member;
- Displays respect and empathy for all students;
- 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;
- Willingly embraces and enhances the Christian ethos and practice of the School
- Is loyal to the Principal and publicly supportive of her decisions.