



LA SALLE COLLEGE

ROLE DESCRIPTION

Teacher Assistant

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ACCOUNTABLE TO:	Leader of Learning
LEARNING AREA:	Education Support / Learning Support / Aboriginal Education
EMPLOYMENT CONDITIONS:	The Roman Catholic Archbishop of Perth Non Teaching Staff Enterprise Bargaining Agreement 2014
LEVEL / STEP:	According to experience and qualifications
TENURE:	Fixed-term to 31 December 2022

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### LA SALLE COLLEGE MISSION

In keeping with the tradition begun by St John Baptist de La Salle, La Salle College is committed to providing a quality education for the whole person within a Catholic community. The foundations upon which our College is built are:

- A strong sense of community
- A rich pastoral care system
- A nurturing spiritual environment
- A commitment to excellence

### ROLE OUTLINE

The Teacher Assistant is required to assist in the improvement of educational participation of the target student/s to enhance student learning outcomes. The Teacher Assistant assists and supports teachers to prepare, implement, conduct, monitor and supervise the learning program of students in their care in small groups and on an individual basis congruent with student learning goals. The Teacher Assistant works primarily in a classroom, however, from time to time will be required to assist/supervise students in outside activities on campus as well as on field trips and excursions, carnivals camps and other out of classroom activities (including supporting students in work experience if appropriate).

The Education Assistant role requires lifting and handling techniques, pulling, pushing and carrying on a regular basis and may involve sitting, standing, walking, bending, stooping and climbing. Good vision, hearing and olfactory senses, and manual dexterity is required.

Within the role, the Teacher Assistant supports the Catholic Identity of the College and works collaboratively with other staff and members of the school community to assist students to achieve enhanced learning outcomes. In addition to their day-to-day duties, the Teacher undertakes additional duties as directed by the Principal.

## KEY ACCOUNTABILITIES

### 1.0 CATHOLIC IDENTITY AND MISSION

- 1.1 Gives personal witness to Catholic values in their day-to-day duties and engages students, staff and the community in the mission of the College as a Catholic school
- 1.2 Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching
- 1.3 Seeks or maintains Accreditation to Work consistent with Catholic Education Commission Western Australia (CECWA) policy

### 2.0 TEACHING AND LEARNING

- 2.1 Under the direction of teachers, supports the students by listening, reassuring, directing, explaining and maintaining student attention to task
- 2.2 Provides continuance of support in regular, mainstream classes
- 2.3 Assists in the adaption of classroom materials for use by students in the Education/ Learning Support program
- 2.4 Provides feedback to the Teacher on students' progress, behaviour and difficulties in classes
- 2.5 Assists students to access all areas of the school/classroom as necessary and appropriate
- 2.6 Accompanies students on outings with mainstream teachers or Teachers of Education Support
- 2.7 Assists with clerical duties e.g. maintaining students' work logs/records/photocopying, checking mainstream timetables, marking charts etc, as directed
- 2.8 Assists with toileting and/or general hygiene of students
- 2.9 Attends educational support camps and other camps where support is required
- 2.10 Where appropriate, participates in IEP and ITP meetings
- 2.11 Assists with the care and supervision of students' outdoor activities, including before school, during school recess and lunch, (including associated washing up) and feeding programs if necessary
- 2.12 Assists with the integration of special programs e.g. speech therapy, mobility programs, life skill programs etc, as requested by the Teacher or in conjunction with the classroom teacher or relevant service agency personnel operating with approval.
- 2.13 Maintains a supply of clean clothing changes (including rinsing soiled clothing and attending to minor mending, if necessary)
- 2.14 Assists with practical activities e.g. cooking shopping, computer etc
- 2.15 Transports children in special circumstances or emergencies, as required or directed by the Principal and/or teacher
- 2.16 Assists with the collection, preparation and distribution of teaching aids
- 2.17 Assists with the clerical duties associated with normal classroom activities e.g. pupil records, collections of monies etc
- 2.18 Assists teachers in attending to sick children or students in need of minor first aid
- 2.19 Assists in maintaining classrooms so they are in a tidy condition

### 3.0 TEAM EFFECTIVENESS AND COLLABORATION

- 3.1 Support and assist teaching and leadership teams to deliver effective student outcomes
- 3.2 Develop positive relationships and work collaboratively with colleagues and other members of the school community to enhance student outcomes
- 3.3 Maintain constructive and professional behaviour at all times
- 3.4 Maintain a positive attitude towards new and different ideas and approaches
- 3.5 Attend, as required, meetings as convened by management and senior staff
- 3.6 Respect and protect staff, student and family privacy and confidentiality

### 4.0 PERSONAL EFFECTIVENESS

- 4.1 Demonstrate integrity and meet the standards of conduct expected
- 4.2 Actively participate in goal-setting processes and respond to opportunities for growth to improve knowledge and practice
- 4.3 Overcome obstacles and recover and learn from setbacks through self-development
- 4.4 Actively participate in staff learning programs, learning area meetings and where relevant College staff meetings. Attends appropriate professional learning (PL) opportunities when required
- 4.5 Seek and apply constructive feedback from the line manager to improve knowledge and practice
- 4.6 Exercise responsibility required in accordance with Work, Health and Safety legislation, including:
  - take reasonable care of your own health and safety and that of other people who may be affected by your acts or omissions at the workplace
  - contribute to safe systems of work and
  - promote a culture of safety in the workplace

### 5.0 RESOURCES AND ORGANISATION

- 5.1 Use school property, resources and technology in a proper and safe manner in accordance with appropriate standards, policies and procedures.
- 5.2 Consider the environment and minimise waste.

### 6.0 ENGAGING AND WORKING WITH THE COMMUNITY

- 6.1 Builds and maintains strong working partnerships with students, staff, parents and the wider community focused on student achievement, wellbeing, safety and resilience through structured effective communication and consultation
- 6.2 Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face
- 6.3 Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.

## SELECTION CRITERIA

The individual appointed to the position of Teacher Assistant must:

- Hold qualification or progression towards qualification in Education Assistant or equivalent
- Have previous experience in a similar role
- Ensures personal computer literacy and works towards attaining competent word processing skills
- Work autonomously without supervision at times
- Work collegially in a team environment
- Demonstrated professional integrity
- Excellent organisational abilities
- Demonstrated accuracy and attention to detail
- Act with due care and diligence
- Demonstrated openness and ability to adapt to change
- Committed to supporting learning outcomes through a service and safety orientation.
- Relate effectively to students with varying needs
- Perform effectively in environments with competing demands
- Exercise judgment and discretion in undertaking duties
- Use initiative to resolve problems and conflicts in a constructive manner
- Working with Children Check and National Police Criminal History Check for the Department of Education
- Current first aid qualification and a Current Western Australian vehicle driver licence is desirable

### DOCUMENT CONTROL

Version: 1.0 Reviewed: Nov 2021 Next Review: Nov 2022 Reviewed By: HR