

## POSITION DESCRIPTION

### Teaching Assistant

Position details	
<b>Position title:</b>	Education Support – Cheshire
<b>Reports to:</b>	Principal - Primary Education
<b>Location:</b>	bestchance Cheshire School 583 Ferntree Gully Road, Glen Waverley
<b>Program:</b>	The Cheshire School
<b>Employment Status</b>	Part Time Monday, Tuesday, Wednesday, Thursday and Friday, 8:45am-3:30pm

### Organisational Context

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC) Family Day Care, Kindergarten, Child Care; Children’s Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

These programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family centred.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance. Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

## Position Purpose

To provide support to the Cheshire School educational intervention program equipping students and their parents with strategies to manage their behaviour and learning so they can successfully return to mainstream education.

In particular:

- To teach small groups under the direction of the class teacher covering various subjects including numeracy and literacy.
- To help facilitate the smooth operation of the classroom by overseeing incidents and being responsible for certain administrative and daily tasks.
- To reinforce behavioural expectations and goals of the students through feedback, dojo points. Etc.
- Provide support to the teaching staff as requested both within both the classroom and external environment
- Other duties.

## Key Result Areas (KRAs) and Key Responsibilities (KRs)

### (a) Legislative, Accreditation and Organisation Requirements

- Hold a current Working With Children Check
- Ensure activities within their area of responsibility complies with **bestchance** Child Family Care Policy and Procedures and the Cheshire School Policy and Procedures

### (b) Student Educational Programs

- Provide support to the teachers and individual students to assist the delivery of an integrated, innovative, flexible curriculum which meets the individual needs of each student
- Under the supervision of teaching and ancillary team members, implement consistent behaviour management strategies within the classroom and playground, and for group work and excursions
- Under supervision, work with students to build self-esteem through a variety of appropriate educational methods to encourage individual creativity, task completed and the development of self confidence in learning
- Assist in actively developing the students' social skills.
- Under supervision, assist team members in the orientation program for students prior to their placement in the school

### (c) Relationships with Parents / Caregivers

- Assist in fostering a positive school community.
- In collaboration with the class teacher, create a welcoming environment where all families are encouraged to participate in and contribute to their child's learning and development experience.
- Respect the confidentiality of information relating to parents and children.

**(d) Teamwork**

- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service at **bestchance** Cheshire School.
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality.
- Attend staff meetings and any professional development sessions identified by the Principal - Primary Education.
- Ensure on-going professional development by reading, studying and participating in professional development. Maintain an interest in current trends in education and student welfare and an awareness of new products and processes.
- Accurately and promptly, communicate all messages and report all issues to the Principal - Primary Education.

**(e) Risk Management**

- Assist in maintaining a safe, orderly and attractive work environment (including the staff room), which is conducive to effective learning and good practice.
- Ensure adequate supervision of students during school hours (and for 30 minutes prior to school commencing and 15 minutes after classes end) and assist in the supervision of students during recesses as required.
- Keep accurate records following any communication with other agencies or schools.
- Carry out building, equipment and security checks where appropriate and report all health and safety risks to the Principal - Primary Education.
- Become familiar with the Centre's Evacuation Procedures and fire extinguisher positions and engage in regular emergency evacuation drills.
- Maintain a high level of hygiene and safety.

## **Qualifications and Experience**

- A satisfactory current Police Records Check and a current Working With Children Check
- A minimum Certificate III in Education Support or equivalent.
- Previous experience in a school setting working with children with additional needs.
- Desirable -qualifications/ experience in teaching health and fitness.
- A current Victorian drivers licence is required
- An appropriate and current first aid training certificate, which complies with the requirements of the Children's Services Regulations 1998, is preferred.

## **Key Selection Criteria**

- Demonstrated commitment to the management of students with social, emotional, behavioural and learning difficulties

- Ability to work cooperatively in a team environment
- An energetic and active approach to work with the ability to inspire students and generate ideas
- Demonstrated understanding of the principles of educational instruction and the ability to apply to the individual learning needs of a student
- The demonstrated ability to support flexible and innovative approaches to teaching and learning, focusing on applied learning and the use of new technologies;
- Demonstrated experience and ability to engage and work positively with the ability to interpret and apply Individual Educational Plans (IEPs)
- Demonstrated resilience and ability to adapt to changing environments;
- Demonstrated knowledge of and commitment to ensure the School is a Child Safe environment;

Position Dimensions	
Number of direct reports	Nil
Internal Liasons	<ul style="list-style-type: none"> <li>• Cheshire School staff</li> <li>• Families accessing service</li> <li>• Administration Staff</li> </ul>

Remuneration (details to be completed by Human Resources)	
Pay range:	\$25 - \$30 per hour
Date last evaluated:	4 February 2021
Evaluated by:	Ersu Tetik – People & Culture Business Partner

## bestchance People Principles

All staff, contractors and volunteers, and students on placement are required to adopt the following minimum standards in their work practices:

- behave honestly and with integrity
- treat people with dignity and respect
- work in a holistic and collaborative manner
- respect authority and the law and act accordingly
- use the resources of **bestchance** responsibly and in the best interests of the organisation and it's reputation
- be responsible for their actions and accountable for their consequences

I acknowledge receipt of a copy of this Position Description as an enclosure with bestchance's letter of offer.

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_