



Teacher Aide Position Description

POSITION:	Teacher Aide
DEPARTMENT:	Primary Faculty
RESPONSIBLE TO:	Principal
REPORTS TO:	Director of Academics Primary 1-6

About Sheldon College

Committed to its basic philosophy of **Love, Laughter and Learning**, Sheldon College caters for children from 15 months of age through to Year 12. The College campus is located on 56 acres in a semi-rural setting on Taylor Road in Sheldon. The College was established in 1997 and is committed to providing a quality education for all students in a safe, secure learning environment which is characterised by high standards for both staff and students in the areas of dress and appearance, behaviour and individual scholarship and work habits.

About the Role

The primary role of the position of Teacher-Aide is to provide to academic staff a high level of assistance and support for classroom activities to ensure that they are able to provide a quality educational service to all students. The teacher-aide will be expected to perform a diverse range of activities in fulfilling this role.

The position of Teacher-Aide is responsible to the Principal and reports directly to the Director of Teaching and Learning Secondary in each respective area of College.

Responsibilities of Teacher-Aide:

The duties of the Teacher-Aide may include a mix of any of the following activities. These activities are not exhaustive, however, and other relevant activities may be performed by Teacher-Aides provided that such duties are appropriate having due regard to the nature and purpose of the position.

- Assist preparation of solutions of known concentration from bulk supplies including concentrated acids
- handling and preparation of laboratory equipment and biological materials in a safe manner
- assist with the maintenance of Science Audio Visual equipment
- assist with the preparation and maintenance of displays
- assist with maintain store rooms, preparation rooms and laboratories in a clean, safe and orderly manner
- assist with the disposal of laboratory wastes in a safe manner
- assist with the collection and/or receive deliveries of stock, unpack, check, invoices, store appropriately
- assist with the organisation and the distribution and collection of class sets of equipment for practical work
- clerical assistance duties including word processing and compiling student portfolios
- assist with the preparation of samples (by measuring, drying, grinding etc.) for subsequent analysis
- assist with the preparation and sterilisation of potting mixtures
- maintain plant rooms, glasshouses and aquariums
- set up demonstration apparatus
- assisting teachers during practical classroom activities
- general assistance with teaching materials for science classes
- assist with annual stock take of materials and equipment within the Science Department
- participate in field trips as required
- assist in field trip preparations which may include arranging bookings and appropriate materials
- resource preparation
- assisting with playground duty, bus supervision, sporting activities and during school excursions
- other duties as requested by the Principal, Science Faculty Leader and Scientific Assistant



Conditions of Employment

This position is subject to the provisions of the Sheldon College Certified Agreement. It is expected that the successful applicant will commence duties as soon as possible.

Salary	Commensurate with experience. Paid as per Certified Agreement
Superannuation -	Statutory Superannuation of 9.5% will apply
Sick Leave -	10 days per year pro rata
Annual Leave -	4 weeks per year + 17.5% loading
Long Service Leave -	1.3 weeks per completed year of service. Available after 7 completed years from commencement date.
Corporate Uniform -	All employees are required to wear Corporate Uniform which is available from the Sheldon College Uniform Shop at your own expense.
Performance Review -	A performance review will be conducted annually
Working with Children -	The issue of a positive notice from the Commission for Children and Young People (Blue Card)