



Position Description

Teacher Aide (Kindergarten)

Position:	Teacher Aide
Department:	Kindergarten
Responsible to:	Principal

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

Responsibilities of a Teacher Aide (Kindergarten)

The duties of the Kindy 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 the Kindy Teacher-Aides provided that such duties are appropriate having due regard to the nature and purpose of the position.

- Work with students, individually or in small groups in classroom settings, undertaking activities as directed by Academic Staff;
- Support and maintain the National Quality Standards Assessment and Rating process;
- Provide pastoral and academic support to students;
- Maintain anecdotal records on students for use in reviewing students' development;
- Liaise with and provide feedback to Academic Staff to assist with the monitoring and evaluation of student progress;





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- Support students in the use of technology;
- Provide administrative and clerical assistance duties as requested using the Microsoft Office suite;
- Attend professional development sessions;
- Develop and obtain resources;
- Set up classrooms and classroom equipment;
- Supervise students and engage in meaningful interactions with children;
- Assist with the preparation and maintenance of displays;
- Assist with annual stock take of materials and equipment within the Kindy Faculty;
- Assist in excursions preparations which may include arranging bookings and appropriate materials;
- Assisting with playground duty, sporting activities and during school excursions;

Requirements

- Certificate III in Early Childhood and Care (minimum);
- Current Senior First Aide Certificate;
- Current Anaphylaxis and Asthma Training;
- Acceptance from Working with Children (Blue Card);
- Ability to create a safe, secure learning environment in which trust is fostered, individual differences are respected and valued, and students are encouraged to be risk takers and self-directed learners;
- Strong team orientation with the willingness to contribute and collaborate in a team environment;
- Ability to establish effective relationships with colleagues and parents and partnerships within the wider community;
- High standards of personal integrity and professionalism;
- Willingness to model the 4C's – Courtesy, Consideration, Cooperation, and Common Sense;

