



Position Description

Teacher Aide – Primary

Position:	Teacher Aide - Primary
Department:	Primary College
Responsible to:	Principal
Reports to:	Director of Academics Primary

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 Teacher Aide - Primary is to provide to academic staff a high level of assistance and support for classroom activities to ensure a quality educational service is provided to all students. The Teacher Aide - Primary will be expected to perform a diverse range of activities in fulfilling this role.

Responsibilities of Teacher Aide – Primary

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

- Work predominantly with students, individually or in small groups in classroom settings, undertaking activities as directed by Academic Staff.
- Provide pastoral and academic support to students.
- Assist with maintaining 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.
- Support students in the use of technology.





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- 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.
- Assist with the preparation and maintenance of the classroom environment.
- Assist with an annual stocktake of materials and equipment within the Primary Faculty.
- Assist in excursions preparations which may include arranging bookings and appropriate materials.
- Assisting with playground duty, bus supervision, sporting activities and during school excursions.
- Other duties as requested by the Director of Academics Primary.

Requirements

- Current Senior First Aide Certificate.
- Acceptance from Working with Children (Blue Card).
- Must be double vaccinated against COVID-19
- 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.

Desirable Attributes

- Certificate III Education Support
- Previous experience assisting in a Primary school setting

