IPSWICH GIRLS' GRAMMAR SCHOOL
&
IPSWICH JUNIOR GRAMMAR SCHOOL

Position Description

Junior School Teacher Aide

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Focus

Confident, well-educated

Our Vision

Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

Our Mission

Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

Our Aspiration

By 2022, our school aims to be an outstanding* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(*Outstanding – as defined by the National School Improvement Tool)

Our Values

- **Diligence** – Staying focused until the job is done.
- **Excellence** – Striving to achieve the highest standards possible.
- **Respect** – Acknowledging the worth of every person and what matters to each one.
- **Integrity** – Constantly demonstrating high moral and ethical standards.
- **Care** – Attending with kindness, compassion and sensitivity to the needs of others.

Location

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Facsimile:	+61 7 3454 4480
Email:	principal@iggs.qld.edu.au
Website:	http://www.iggs.qld.edu.au

THE ROLE	
Position Title:	Relief Teacher Aide – Junior School
Department:	Academic Support
Reports to:	Head of Junior School
Classification:	School Officer Level 3 - Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2018

Typical Duties/Skills

- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment, under the supervision of an academic staff member, of the learning needs of students:
- Provide academic program assistance where some discretion and judgement are involved;
- Carry out liaison between the School, the student and the student's family where some discretion and judgement are involved.

Your Opportunity

This role exists to aid in the delivery of the primary school curriculum in a coeducational learning environment.

As a Relief Teacher Aide you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School
- Attend staff development and training programmes when and if appropriate
- Comply with work health and safety responsibilities detailed in the safety management system

Your Role

Core responsibilities of a Teacher Aide

- Aid in the preparation and delivery of teaching and learning programs within the frameworks in place in the School.
- Under the direction of the teaching staff, prepare, set out, clean and store the resources necessary for activities to be undertaken by students.
- To assist staff with the many learning activities that take place in and out of the classroom
- Develop a warm rapport with the children and their families
- To be responsible for the storage and maintenance of resources and consumables
- Attend incursions and excursions as required
- Assist with events and participation in their organisation, including Speech Night, sports days, etc
- Undertake playground duties as required
- Safely escort children to and from events/ classes
- To assist with the monitoring, evaluating and reporting of student progress
- Fostering a supportive classroom climate which enhances student growth and confidence
- Attendance at scheduled meetings as required
- Additional responsibilities can be incorporated in the role such as projects across the School or representation on various committees
- When required, assist with, and attend, to toileting or sick children

Key qualities of a teacher's aide

- Willingness to support the values and aims of the School
- Ability to promote an environment of dynamic, active and challenging learning
- Ability to assist in the implementation of work programs in the classroom and participation in review and improvement of current programs
- Ability to develop effective working relationships and rapport with students
- Ability to develop confidence and self-esteem in students and to act as a role model in presentation, action and communication
- Support the pastoral care

- Ability to use a wide range of strategies to cater for diverse student needs/ abilities to effectively monitor student progress
- Ability to work collaboratively with colleagues and to communicate effectively with students, parents and all school personnel
- Willingness to participate in professional development activities
- Excellent organisational skills
- Willingness and ability to use technology for support in the classroom for both the teacher and students, and communication, particularly knowledge of Microsoft 365, and school systems
- The ability to multi-task, be flexible, and to work effectively as a member of a group is essential.
- Acceptance and understanding of, and adherence to, all school policies and procedures
- Ability to act in a professional manner and maintain confidentiality regarding all classroom and school matters.

Competency Required

Competency at this level involves application of knowledge with depth in some areas and a broad range of skills:

- There is a range of roles and tasks in a variety of contexts;
- There is some complexity in the extent and choice of actions required;
- Competencies are normally used within routines, methods and procedures; and
- Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Specific attributes

- Ability to follow and implement instructions
- Knowledge and skills in the areas of:
  - child development
  - school policies
  - resource preparation
  - behaviour management
  - communication
  - strategies for learning

Blue Card

Applicants must be the holder of a Working with Children Suitability Card (Blue Card). Blue Card Services have introduced a 'No Card, No Start' policy which means all employees must hold a current, valid paid employee Blue Card prior to commencing work**. You must not sign an application form if you are a disqualified person.** Further information and relevant application forms are available on the Blue Card Services website www.qld.gov.au/bluecard.

Formal Qualifications

Tertiary qualifications at certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the School as necessary to successfully carry out the duties of the position.

Selection Criteria

Within the context of the duties described above, the ideal applicant will be someone who has:

1. Demonstrated capacity and skills and/ or experience working s a School Officer (Teacher Aide)
2. Demonstrated ability to support the learning needs of students
3. Demonstrated effective personal qualities to interact positively and professionally with students, colleagues and parents both individually and as a member of a team.
4. Knowledge of or ability to learn quickly the policies, procedures and practices within a school setting.
5. Basic understanding of workplace health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment.