

Position Description

Teacher Assistant



53-57 Plymouth Road, Croydon Hills, Victoria 3136
Phone: (03) 9725 8255 | Fax: (03) 9725 8256
goodshelp@gslps.vic.edu.au
www.gslps.vic.edu.au

School Vision	Discovering potential, striving for excellence, in a caring Christian community.
School Mission	Good Shepherd Lutheran Primary School provides high quality Christ-centred education and pastoral care for children and their families. The School works in partnership with families to provide an environment in which children discover and develop their potential and utilise their unique talents to serve others in the world around them.
Position Title	Teacher Assistant
Employment Type	Part Time
Reporting to	<ul style="list-style-type: none">• Principal• Assistant Principal – Operations and Student Management• Head of Junior Primary• Classroom Teachers
Directly Manages	Not applicable
Position Purpose	
To provide support for students and teachers in the delivery of high quality learning programs.	
Key Responsibilities and Duties	
<ul style="list-style-type: none">• To work as an assistant to teachers.• To assist teachers in the preparation of resources. This may include photocopying, preparing displays, preparing resources etc.• To support teachers in their delivery and assessment of learning programs.• To work with individual students and small groups of students as required.• To assist with the preparation of facilities and resources for lessons, and with the cleaning up of learning areas following lessons.• To assist classroom teachers and receive direction from classroom teachers as required.• To be responsible to the classroom teachers, Assistant Principal – Operations and Student Management, Head of Junior Primary and ultimately the Principal.• To show initiative and self-motivation within the classroom and school environment.• To respect the confidentiality of personal information.• To develop and maintain a knowledge of the workings of the School to ensure an informed response to enquiries.• Support teachers where and when required.• To support the Aims and Objectives of the School.	
Child Protection	
Good Shepherd Lutheran Primary School has a zero tolerance for child abuse and is committed to acting in children's best interests and keeping them safe from harm. The School complies with all relevant child protection laws and regulations and has implemented a comprehensive Child Protection Program in order to maintain a child safe culture. The School promotes the safety, wellbeing and inclusion of all	

children, including those with a disability, those who are from a culturally or linguistically diverse background or those who are of Aboriginal heritage.

Good Shepherd Lutheran Primary School regards its child protection responsibilities with the utmost importance. The School is proactive in educating staff to recognise and act upon signs of child abuse. All staff members are expected to understand and comply with the following School Policy Statements;

- Good Shepherd Lutheran Primary School Child Protection and Safety Policy
- Good Shepherd Lutheran Primary School Child Safety Code of Conduct
- Good Shepherd Lutheran Primary School Code of Conduct – Staff Members
- Good Shepherd Lutheran Primary School Code of Ethics for Safe and Professional Relationships

Qualifications Required

Essential Qualifications:

- Integration Assistant/Teacher Assistant Certificate Qualification.

Desirable Qualifications:

- Teacher Registration with the Victorian Institute of Teaching.

Work Experience Required

- Experience working with children in an educational setting.
- Proven experience as an Integration Assistant and/or Teacher Assistant.

Skills, Traits and Personal Qualities Required

You will be able to demonstrate:

- Commitment to maximising student learning as demonstrated through the delivery of high quality support for teachers and students.
- Capacity to develop sustained and trusting relationships with staff members, students and parents.
- Commitment to personal professional development.
- Understanding of and commitment to the ethos of Christian school education.

Prerequisites

- Working With Children Check
- National Criminal Record Check