



## JOB DESCRIPTION

<b>Job Title:</b>	Teacher Aide
<b>Job Type:</b>	Part-time (0.6 FTE or 3 days a week)
<b>Salary Classification:</b>	NT Christian Schools AO1,1 – AO2,5 scale
<b>2018 Salary Range (Full-time):</b>	\$43,515 - \$52,074 (10 wks AL) pro rata Dependent on qualifications and experience. Plus superannuation contribution of 9.5% of your annual salary.
<b>School/Entity:</b>	Palmerston Christian School
<b>Responsible to:</b>	Principal
<b>Date Advertised:</b>	August 2018

### Introduction

All people who work for NT Christian Schools are expected to have a clear understanding of, and unqualified commitment to the biblical basis, *'What We Believe'*, and to act both in the work place and in other contexts in ways that are consistent with that basis.

With a mutual commitment to God through Jesus Christ, staff members ought to serve and love one another as Christ loves them. This also means an acknowledgement that all people are fallible and need to be entirely reliant upon God. The association has expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

### General Expectations

Your work for the organisation involves serving and supporting those people for whom we exist, namely students and their parents. This is the core function for all people employed by NT Christian Schools. Each is expected to work as a member of a team serving and supporting each other in the various tasks to which God has called them. Each team member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace.

These responsibilities and duties are, therefore, underpinned by expectations of generosity, openness, teamwork, effectiveness, efficiency, attention to detail, pleasant working relationships and maintenance of an effective, attractive, safe work environment.

Teacher Aides report to the Learning Support Coordinator and also work in the classroom context under the supervision of the classroom teacher.

### Primary role

- To work in partnership with the classroom teacher and to assist them in the classroom as required.
- To support and encourage the students in their learning as directed by the teacher and/or the Education Support Coordinator. This may involve following programs set for individual students with recognised special needs.

**Other Duties:**

- Other duties as required including yard duty and assisting on excursions.
- Attendance at professional development activities and programmes as directed by the Principal from time to time, both during term and non-term times.
- Participating in school and community events (including those outside regular school hours).
- Planning time with teacher/s
- Evidence of applying the Christian faith to classroom teaching and practices.

**You should**

- Be at class on time and for the duration of the time
- On occasion attend and participate in team meetings and Education Adjustment Plan reviews for students under your care as requested by the Education Support Coordinator.
- Be aware of mandatory reporting requirements.

**You should not**

- Take a major role in the discipline of students although it is reasonable to remind students of what is expected of them. Discipline concerns are to be referred to the teacher.
- Be responsible for programming although you may partner with teachers in the development of the program. Your insight is valued.
- Share confidential information about students, families or staff with others apart from in a professional manner with the Principal, the Education Support Coordinator or the teacher you are working with closely.

**Selection Criteria****Essential**

- Capacity to be a constructive member of a cohesive team
- Effective communication skills
- Ability to reflect the Christian faith underpinning the school
- First Aid Certificate
- Working with Children Clearance (ochre card)
- Recent police clearance (within the last 12 months)
- Education Support qualifications or readiness to study to obtain qualifications

**Desirable**

- Relevant experience in a similar work environment and/or relevant qualifications
- Class 'LR' Driver Licence