



**TRINITY**  
ANGELICAN COLLEGE

## Junior School Learning Support Teaching Assistant

### Position Description

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<b>Role:</b>	Junior School Learning Support Teaching Assistant
<b>Commencement Date</b>	January 2022
<b>Tenure:</b>	Full Time (Term Time)
<b>Responsible to:</b>	Learning Support Coordinator / Head of Junior School

### ABOUT US

Trinity Anglican College is a co-educational school with 1200 students from Kindergarten to Year 12. We are the largest independent regional school in NSW and a proud member of the Anglican Schools Commission Inc. The College has earned a reputation as the 'school of choice' in this region because we believe that every child has the right to an engaging and joyful school experience.

Trinity has a dynamic and dedicated staff team. We believe in a collaborative staff culture and staff engagement, playing to people's strengths and providing opportunities for development and growth.

Our College is invested in growing people of joy and purpose through engaging and personalised learning experiences.

### THE ROLE

To support learning, in consultation with the supervising teacher. Teaching and learning in the Junior School should have a focus on literacy and numeracy skills within the holistic development of the child, viewed in terms of a continuum of development.

The Junior School plays a vital role in the life of the College. It is here that most students and parents first discover the substance and style of the College. The pursuit and practice of the ethos, values and beliefs of the College are important processes that need to be modelled in the Junior School environment.

## **RESPONSIBILITIES AND DUTIES**

### **Requirements**

- A commitment to the Anglican ethos of the college.
- Demonstrates a passion and commitment to the vision and mission of Trinity Anglican College - a member school of the Anglican Schools Commission.
- Comply with all Child Protection Legislation.
- Comply with the College Code of Conduct.
- Positively promote the College, both within the School and in the wider community.
- Maintain confidentiality about students, staff and all College business.
- Fulfilling all duties as determined by the Principal.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of an organisation.
- Current Working with Children Check NSW.
- Demonstrates a respect for and acceptance of difference in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute.
- Possesses a strong work ethic.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.
- Shows a strong commitment to deliver exceptional service.
- Is competent in the use of email, internet, common applications (such as Word, Excel and PowerPoint), and software which is specific to their role.

### **Role and Responsibilities**

- Work with students in a variety of ways.
- Assists with observations and other forms of assessment.
- Reinforces classroom management protocols.
- Performs tasks as requested by the supervising teacher and uses initiative to provide assistance where a need is perceived.
- Develops in students a positive attitude to learning.
- Builds confidence and self-esteem in students.
- Demonstrates sensitivity to students' needs and capabilities.
- Demonstrates open communication with teachers with whom they work.
- Work collaboratively with other staff and shares ideas.
- Supports and shows care for colleagues.
- Contributes to constructive relationships between the College and parents.

### **Commitment to Professional Development**

- Critically reflects on their practice and modifies it accordingly.
- Accepts direction and advice from teachers to improve their skills and effectiveness.
- Has an awareness of current issues in education.

### **Involvement in the life of the College**

- Attendance at staff meetings, Chapel and other College events when required and as directed.
- Involvement in college activities and relevant functions.
- Supportive of staff.

## **Key Selection Criteria**

The Key Selection Criteria that will be used to select the Junior School Learning Support Teaching Assistant and must be addressed in the application are:

- Demonstrated respect for and commitment to the educational philosophy of the College
- Certificate IV Education Support qualification essential
- Demonstrated ability to work successfully as part of a team of staff

## **REMUNERATION**

Terms and Conditions of employment will be in accordance with the *'Independent Schools NSW (Support and Operational Staff) Multi Enterprise Agreement 2017'*.

## **STATEMENT OF COMMITMENT TO CHILD SAFETY**

Trinity Anglican College is committed to being a Child Safe organisation. The College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Trinity Anglican College regards its child protection responsibilities with the utmost importance and, as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations to maintain a child safe culture.