



Primary Classroom Assistant

Role Statement:

Classroom Assistants work across the Division as part of collaborative teams to enrich the learning of all students. They are responsible for the provision of in-class support of teaching staff and students.

Primary Classroom Assistants are based in either the Learning Support Centre (LEC) or the year level classroom. They work with the Deputy Heads of Primary (R-2 and 3-6), Learning Support leadership and teachers and class teachers. They are accountable to their line manager and the Head of Primary.

Essential Criteria:

Personal Skills and Abilities

- Demonstrated ability to exercise initiative, prioritise workloads, solve problems and achieve outcomes within agreed timelines.
- Demonstrated ability to establish effective working relationships with adults, children and young people from a diversity of backgrounds.
- Oral and written communication skills which are effective in liaising with a wide range of people.
- Ability to use information and communication technology to manage assigned tasks.

Experience (including community experience)

- Experience in working effectively, independently and as part of a team.
- Successful experience in working with children/adolescents in a learning environment.

Knowledge

- Knowledge of strategies to support improved learning outcomes and the well-being of students and/or open to learning and implementing learning strategies as knowledge gained.

Working Arrangements:

Working hours will be Mondays to Fridays, 7:45am to 3:15pm, with ½ hour lunch break, term time only or such other hours as may be agreed with the Business Administrator.

General Responsibilities:

Main responsibilities include providing general assistance in all class and out of class activities including:

1. Supporting teachers to differentiate for diverse students in the mainstream classroom.
2. Supervising some students during assessments, taking observation and other notes and mentoring skills as directed by the teacher.
3. Implementation of specific programs, under the guidance of the Learning Support Teacher or Class Teacher, by following program steps and completing progress monitoring sheets. This may include the reading support program with individual or small groups of students in early childhood and primary.
4. Preparation and creation of resources and teaching aids including photocopying, and laminating.
5. Communication with teachers, attending meetings, excursions and school functions as required.
6. Other duties as required by the Head of Division, Head of Learning Support, Primary Learning Support Coordinator or Head of Year.

Other professional responsibilities may include:

- Contributing to the care of all students in accordance with school discipline and other policies and assist in the general well being and safety of students by monitoring student behaviour and taking appropriate action, including reporting matters to the principal or teacher, as required.
- Contributing to a safe, healthy working environment through compliance with relevant OHS legislation.
- Undertaking Professional Development opportunities as required.
- Participating in a performance management process as part of ongoing professional development.