

Position Description

SPECIALIST TEACHERS' AIDE (Pre-K to Year 6) – Visual Art / S.T.E.A.M.

Barker College aims to foster a love of learning that inspires the heart, mind and soul of each student through a diverse and challenging curriculum (Pre-K to Year 12), catering for individual interest and capacity.

OVERALL PURPOSE OF THE POSITION

Barker College is a non-selective comprehensive School that is committed to excellence and enrichment for all our students.

The School is an authorised International Baccalaureate Organisation school offering the PYP (Primary Years Program) with a focus on Inquiry Learning from Pre-K to Year 6.

The primary role of Art/Steam Teachers' Assistant is to support the Visual Art and STEAM staff members and students undertaking these classes. They are also generally responsible with all staff within the Junior School classrooms for the well-being of students, the orderly operation of the Junior School environs including playground supervision.

The successful applicant will be a positive team member who is efficient, flexible, and discreet, has a keen eye for detail and accuracy, and enjoys working with children and adults in a varied and busy environment.

PRIMARY DUTIES

- Prepare, organise and set up daily activities.
- Assist teachers in the documentation and display of students' work.
- Monitor, order and maintain materials used by the teachers and students.
- Attend staff in-services and professional learning activities where applicable.
- Maintain an environment that is clean, tidy, organised and positive.
- Work with individuals or groups of students under the direction of the teacher(s) across the specified curriculum areas.
- Assist with the care and supervision of students in all activities.
- Accompany students on excursions as required.
- Assist with the transitioning of students between activities and classrooms.
- Undertake playground supervision
- Perform his/her duties in a manner consistent with the purposes of the school and in line with community expectations.
- Remain current on school policies and procedures.
- Assist with after School co-curricular programs as needed.
- Other duties as may be assigned from time to time by the Head of Junior School or his/her delegate

ESSENTIAL REQUIREMENTS

- Enthusiasm, energy, initiative, punctuality, reliability and flexibility
- Excellent communication skills
- Outstanding organisational ability
- Well-developed Information Technology skills
- An ability to work in a collaborative team environment

- Competent ICT skills (particularly iPads) and knowledge of applications frequently used in an educational setting.
 - Commitment to the principles and practices of a learning organisation
 - Strong collegiality and team-building skills
 - Exceptional personal standards of honesty, integrity and professionalism
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QUALIFICATIONS

- Certificate III in Children's Services, F+TAF Diploma in Children's Services or equivalents would be an advantage.
 - Training in First Aid will be essential (Barker College will provide access to this training as necessary)
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SPECIAL CONDITIONS

- Working Hours are expected to be 7:45am to 3:45pm
 - This is a full-time, term-time only role.
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LEVEL OF AUTHORITY

RELATIONSHIPS

The Head of Junior School

Junior School Teacher Assistants are responsible to the Head of Junior School for the overall aspects of his/her work.

The Deputy Head of Junior School

Junior School Teacher Assistants take direction from the Deputy Head of Junior School on day to day matters as required to ensure the smooth operation of the Junior School

The Director of Primary Curriculum (PYP Coordinator)

Junior School Teacher Assistants are supervised in their work on a day to day basis by the Director of Primary curriculum

The Director of Students (Pre-K to Year 6)

Junior School Teacher Assistants work collaboratively with the Director of Students to ensure the well-being of all children in the Junior School

The Director of Junior School Staff Operations & Student Admissions

Junior School Teacher Assistants take direction from the Director of Junior School Staff Operations as required to ensure supervision of students is adequately covered throughout the day

Staff Members

Junior School Teacher Assistants work collaboratively with classroom teachers to ensure the smooth operation of classes and the academic and well-being needs of all students are supported

Parents and the wider community

Junior School Teacher Assistants represent the School, its policies and interests, in a positive and professional manner in accordance with the overall School Mission and Strategic Plan.

ACCOUNTABILITY

Child Safety

Barker College has an abiding commitment to the safety, protection and well-being of all children and young people in our care. All staff members will be held accountable for ensuring adherence to the policies of the School, in particular those relating to the safeguarding of children.

General

Breaches to a staff member's responsibilities and/or authority will be managed through the School's Disciplinary Management Procedures. This defined accountability is underpinned by the Barker College Staff Code of Professional Practice, Complaints and Performance Management procedures.

Work Health and Safety

All staff members will be held accountable for their actions and omissions where it affects their own or another person's workplace safety.

ORGANISATION CHART RELATIVE TO POSITION

The Supervisor's Supervisor:	The Head of Barker College
The Immediate Supervisor:	The Head of Junior School
This position:	Pre-K to Year 6 Art/Steam Teachers' Assistant (Junior School)

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Pre-K to Year 6 Art/Steam Teachers' Assistant (Junior School)**

Approved by Head of Junior School on 22 May 2024

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member:

Signature of Staff Member:

Date:
