

Position Description

Teachers' Aide (Years 7 -12) Individual Learning Centre

OVERALL PURPOSE OF THE POSITION

The Teachers' Aide works in collaboration with, and under the direction of the Head of ILC/Individual Learning Centre Staff. The Teachers' Aide's daily timetable is determined by the Head of Individual Learning Centre.

The role of the Teachers' Aide is to:

- Provide structured and practical in class support, under the guidance of the teacher, to supplement and extend the teacher's work for students with disabilities and learning difficulties.
- Assist with the planning and implementation of the School's Disability Provisions program. This will include supervising and supporting students (by implementing appropriate provisions) during their examinations and in-class assessments. Assist with departmental administrative and clerical tasks as required.

PRIMARY DUTIES & RESPONSIBILITIES

- Implement, in consultation with the Head of Individual Learning Centre, targeted interventions and /or individual support to assist targeted students with revision, organisation, maintenance of on - task behaviour and/or direct instruction programs, learning activities and/or independent study, assessments, etc.
- Assist classroom teachers in delivery of student adjustments and support.
- Liaise with ILC staff to supervise/provide appropriate assessment provisions for the student.
- Under the teacher's guidance supplement and extend the classroom teacher's work and support for students requiring additional assistance.
- Under the guidance and monitoring of Individual Learning Centre teachers, implement and monitor personalised Individual Learning programs and supports.
- Provide a calm, consistent presence that helps students regulate and thrive in structured environments.
- Gather relevant information about the performance and behaviour of individual learners to inform the Individual Planning process and learning support programs.
- Carry out functional assessment/testing activities/student classroom observations to assist the Individual Learning Centre Department and teachers in developing Individual Learning Plans.
- Assist with providing students with the opportunity to develop personal, social and independent learning skills.
- Implement behaviour management plans designed by the teacher and reinforce appropriate behaviours in the classroom.
- Attend Individual Learning Centre Department meetings and in-service training sessions as required.

ESSENTIAL PERSONAL ATTRIBUTES

- Commitment to inclusive practices.
- Strong emotional intelligence and ability to work with diverse people.
- Intelligent, lateral thinker.
- Caring, compassionate and patient
- Exceptional personal standards of honesty, integrity and professionalism.
- Flexible team player.
- Highly organised and demonstrates initiative in a dynamic environment.
- Excellent communication skills, both written and oral.
- Strong administrative skills.

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.

QUALIFICATIONS

- Desirable – Certificate III and/or IV in School Based Education Support

SPECIAL CONDITIONS

- Prepared to undertake any additional training to complement the position.

ORGANISATION CHART RELATIVE TO POSITION

The Manager's Manager:	Director of Curriculum Strategy
The Immediate Manager:	Head of Individual Learning Centre
This position:	Teachers' Aide (Years 7-12)

APPROVAL

This position description accurately details the primary duties and responsibilities of the **Teachers' Aide (Years 7-12)**.

Approved by Head of Individual Learning Centre on 4 September 2025.

ACCEPTANCE OF POSITION DESCRIPTION

Position description accepted by:

Name of Staff Member: [candidate_name]

Signature of Staff Member: [acceptance_status]

Date: [acceptance_date]