

Junior School Classroom Assistant Position Description

Functional Title: Junior School Classroom Assistant	Department: Junior School
Date: January 2022	Location: Berwick Campus

Relationships and Networks

Lead by:	<ul style="list-style-type: none"> • Head of Junior School
Collaborates with:	<ul style="list-style-type: none"> • Junior School Leadership Team • Teaching Staff • Students • Administration/IT and Maintenance Staff • Other teams in the College
Leads:	<ul style="list-style-type: none"> • N/A
External Groups	<ul style="list-style-type: none"> • Parents
Position conditions	<p>Conditions of employment are as per the Beaconhills College General Staff agreement 2018 - 2021 (incorporating the terms of the Educational Services (General Staff) Award 2010), Beaconhills' policies and procedures and the letter of offer.</p> <p>The position is part-time. Hours equate to 19.25 hours per week, working 4 hours per day Monday to Thursday 8.45am to 12.45pm and 3.25 hours on Friday 8.45am to 12.00pm. The role works term time only.</p> <p>No position description can be entirely comprehensive and the incumbent will be expected to carry out such duties as may be required from time to time and are broadly consistent with the position description, the status of the post within the College and the classification criteria of the Education Services (Schools) General Staff Award 2010.</p>

Primary purpose of the position

The Classroom Assistant is primarily responsible for providing support to the classroom teaching staff and Head of Section.

The Classroom Assistant is responsible for working in partnership with the teaching staff in providing effective learning outcomes for students at the Berwick Campus.

The Classroom Assistant reports to and takes direction from the Head of Section and is accountable to the Campus Principal and the Headmaster. The incumbent must thrive on working as part of a team of dedicated professionals who are committed to achieving the vision of Beaconhills College.

Junior School Classroom Assistant - Primary Responsibilities

Key Responsibilities for the position are:

- Assist classroom teachers with planning and implementation of programs and activities, from Prep - Year 4, but predominantly Prep
- Supervise and assist students in Key Learning Areas and Individual Learning programs within the classroom
- Liaise with classroom teachers
- Assist with classroom communication
- Attend excursions/incursions as required
- Assist students with ipads
- Perform some administrative duties
- Assist, when required, with First Aid
- Display students' work
- Set up and prepare for classroom and other activities
- Assist classroom teacher with cleaning and tidying.

Workplace Health and Safety Responsibilities

- Ensure that any hazards, incidents (including near misses) and injuries are reported immediately to relevant management.
- Cooperate in relation to activities taken by the College to comply with WHS legislation
- Participate in consultation, meetings, training and other health and safety activities where required
- Ensure only authorised, adequately trained staff undertake assigned tasks
- Take reasonable care for personal health and safety and the health and safety of others in the workplace.

Inherent Physical Requirements

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. While performing the duties of this job, the employee is frequently required to:

- stand constantly
- walk
- use hands to finger, handle, grip or feel
- reach with hands and arms
- look up and down
- bend
- kneel

- crouch
- talk or hear
- The employee is occasionally required to sit
- Ability to undertake repetitive arm movements and manual dexterity
- Ability to read computer screens and printed documents
- Ability to communicate clearly for telephone and face to face communication
- Specific vision abilities required for this position include close vision, distance vision, colour vision and depth perception.

Key Selection Criteria

- Demonstrated ability to work with a variety of people in a congenial and professional manner
- Proven dedication and commitment to the welfare of students and staff
- Possess the ability to maintain discretion and confidentiality
- Demonstrated ability to draw the best out of each student
- Demonstrated understanding of various behaviours
- Demonstrated ability to use initiative at an appropriate level
- Evidence of the ability to appreciate individual differences, behaviour and learning styles
- Demonstrated discerning approach to coping with students emotions
- Possess a high level of communication and interpersonal skills when relating to students, parents and work colleagues.
- Demonstrated proactive contributions to College programs.
- The Classroom Assistant must hold (or be in the process of obtaining):
 - A current Working With Children Check
 - A current Police Certificate
 - Appropriate first aid qualifications

Child Safety Statement

Beaconhills College has zero tolerance for child abuse. Beaconhills is a child safe employer and is committed to the welfare of children and their protection.

Beaconhills has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College's Child Safe Policy and Code of Conduct, which are available on its website. Beaconhills performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

Beaconhills College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Beaconhills College.