



Teacher Aide | TESS (Academic)

Position Description	Teacher Aide TESS (Academic)
Reporting	Reporting to: Director of TESS (Academic)
Agreement/Award	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021

Mission Statement

Trinity Grammar School provides boys with a thoroughly Christian education in mind, body and spirit.

Overview of the Trinity Education Support Services (TESS) Faculty

The Trinity Education Support Services (TESS) Faculty supports the teachers to deliver the curriculum that is contemporary, relevant and differentiated so that each student is equipped with the knowledge, understanding and skills that will provide the basis for success, both in their School studies and beyond.

Purpose of the position

The role of the Teacher Aide is to actively support the students' learning and contribute to the provision of quality educational experiences by assisting and supporting teachers. In addition to the face-to-face contact with students this role has the additional responsibility to assist teachers with the preparation and presentation of learning resources.

Working within a learner-centred framework, the Teacher Aide supports the teacher in seeking to meet the specific needs of the individual learners by knowing their students and how they learn and celebrate the personal growth and achievement of all learners.

All staff at Trinity are positive in support of the School's traditions and Christian ethos and are expected to be resilient, flexible, enthusiastic, competent and dynamic team members who consistently model professional behaviour and collaborative engagement within the daily life of the School.

Members of the School community are expected to abide by the School's core staff documents, co-operate with the senior staff, and establish and maintain effective relationships with teaching staff, support staff, students and parents, while maintaining high levels of confidentiality and professionalism at all times.

Key relationships

All staff are appointed by the Head Master and are responsible to the Head Master for the overall performance of their duties

The Head Master delegates authority to the School Executive for the effective management of the School

Heads of Faculty will provide guidance and instruction of day to day duties

The Head of Human Resources will provide support and assistance to individual pastoral care requirements



Key accountabilities

1. Contribute to the provision of quality educational experiences by assisting and supporting teachers with the preparation and enhancement of learning materials and associated activities
2. Work with students individually or in small groups on activities under the supervision of the classroom teacher
3. Contribute to the care and management of students with a disability and/or additional learning and support needs
4. Support the teaching staff in their professional responsibility for the supervision of students during out-of-classroom situations at the School
5. Use the School's Learning Management System and Administration System to maintain formal records required by the School and the Department
6. Contribute to and participate in professional learning in order to demonstrate continual improvement in employment practice
7. Operate with discretion, respect, trust and discernment while also maintaining confidentiality in all aspects of student, staff, parents and School information
8. Model the Christian values of the School and provide a Christ-like example to all within the Trinity Grammar School community.

1 Role Responsibilities

1.1 Student Support

Working in close collaboration with and under the direction of the Director of TESS (Academic):

- 1.1.1 Provide in class support for identified students, under the direction of the Learning Support Co-ordinator and classroom teacher
- 1.1.2 Provide small group withdrawal support (literacy, numeracy, organisation) for identified students, under the direction of the classroom teacher and Learning Support Co-ordinator
- 1.1.3 Provide 1:1 support for identified students, under the direction of the Learning Support Co-ordinator
- 1.1.4 Work in collaboration with TESS Staff and classroom teachers in the preparation of lessons, conferencing of students' work and application
- 1.1.5 Provide assistance during class activities, as required, to ensure maximum participation in programmes
- 1.1.6 Contribute to the provision of quality educational experiences by assisting and supporting teachers with the differentiation, preparation and enhancement of learning materials and associated activities
- 1.1.7 Report on students' progress and participate, as required, in student welfare discussions, to assist with planning and the development of Individual Plans
- 1.1.8 Provide regular feedback to the TESS case managers and the Learning Support Co-ordinator



- 1.1.9 Provide appropriate support and safety for students with a physical disability
- 1.1.10 Support the teaching staff in their professional responsibility for the supervision of students during out-of-class situations at the School
- 1.1.11 Participate as required on the playground, in the gym, during sport lessons and music activities, in the Library and on excursions and camps
- 1.1.12 Work with flexibility to support inclusive teaching practices which may involve working with all students within a class from time to time

1.2 Pastoral

- 1.2.1 Support the School's disciplinary system, encouraging positive relationships and mutual respect with the students under your supervision
- 1.2.2 Respect, understand and adhere to the need for confidentiality
- 1.2.3 Develop an effective, positive relationship with all students in the class
- 1.2.4 Foster effective partnerships with students, staff, parents and members of the wider community

1.3 Administrative

- 1.3.1 Prepare and present progress notes on student development and progress in a timely manner, ensuring matters remain confidential and respectful
- 1.3.2 Undertake and document student observations in accordance with legislative requirements and best practice including those outlined in Nationally Consistent Collection of Data (NCCD)
- 1.3.3 Maintain formal records required by the School by using the School's Administration System
- 1.3.4 Complete administrative tasks under the direction of the Learning Support Co-ordinator

1.4 Technology and Equipment

- 1.4.1 Be confident and resourceful in learning new technologies and continuously upskill in digital technologies to engage students and enhance student learning and resourcing educational programmes
- 1.4.2 Effectively use the School's Administration System
- 1.4.3 Effectively use the School's Learning Management System
- 1.4.4 Acquire and continue to develop expertise in subject specific applications



1.5 Professional Learning

- 1.5.1 Contribute to, and active involvement according to the School's Professional Meetings Schedule
- 1.5.2 Contribute to and participate in professional learning in order to demonstrate continual improvement in employment practice
- 1.5.3 Ensure School compliance requirements are current (First Aid, Working with Children Check etc)
- 1.5.4 Undertake continuous learning and upskilling with regards to the School's Learning Management System and Administration System
- 1.5.5 Understanding of the Disability Discrimination Act and other relevant legislations

2 Professional Experience and Requirements

2.1 Essential

- ▲ Tertiary qualifications (Certificate III Educational Support or similar)
- ▲ Valid NSW Working With Children Check (Employment status)
- ▲ Valid COVID-19 Vaccination Certificate or COVID-19 Vaccine Medical Contraindication Exemption
- ▲ Current First Aid Certificate
- ▲ Current CPR Certificate

2.2 Desirable

- ▲ Membership of relevant professional association
- ▲ Post graduate qualifications
- ▲ Understanding and experience with the Disability Discrimination Act and Nationally Consistent Collection of Data on School students