

## POSITION DESCRIPTION

<b>POSITION TITLE:</b>	Teacher's Aide
<b>LOCATION:</b>	Manunda
<b>REPORTING TO:</b>	Principal
<b>DEPARTMENT:</b>	The BUSY School

### PURPOSE STATEMENT

The BUSY School actively engages young people who have prematurely disengaged from mainstream schooling or other educational programs. The Teacher's Aide role will support Teachers to maximise learning outcomes for young people who need significant adjustments and interventions to their learning program along with providing administrative support to the BUSY School.

### OUR VISION

Our vision is to have more young people completing school, more young people in meaningful employment and as a result, exposing more communities to positive change.

### OUR MISSION

Really, understand the needs of our students, our people and our community in doing so, build positive, respectful and productive relationships to maximise engagement, enhance educational achievement and open up a world of career opportunities.

### OUR VALUES

- **Inclusive:** People of all communities coming together as one team for common goals
- **Excellence:** We always strive to exceed
- **Resilience:** Equipped to meet challenges and exceed
- **Integrity:** We act with honesty and sincerity
- **Innovation:** Embracing new ideas and technology to stay ahead of change

### REPORTING

This position reports to the Principal.

### PRIMARY DUTIES

- Work with young people individually or in small groups on activities to enhance the learning outcome, under the supervision of the teacher. This may include note-taking, scribing, clarifying teacher instructions, editing, organisation of young people's learning materials and general supervision;
- Assist the young people to comply with teacher instruction;

- Prepare equipment and materials specific to the young person and classroom needs in accordance with teacher directions;
- Provide assistance during class activities, as required, to ensure maximum participation in programs.
- Consult with teaching staff;
- Work collaboratively with the teaching staff to create a weekly timetable that is compatible with the BUSY School requirements for individual young people;
- Report on young people's progress and difficulties;
- Respect and understand the need for confidentiality;
- Develop an effective, positive relationship with all young people in the class;
- Stimulate and encourage a young people's independence and self-worth;
- Provide appropriate support and safety for young people;
- Commitment to act in a manner which promotes and protects the safety and wellbeing of young people by adhering to the Child Safety National Principles and TBG's Child Safety policies and procedure;
- Any other tasks assigned which may be reasonably requested from time to time, which contribute to the success of the organisation.

#### **KNOWLEDGE, SKILLS & EXPERIENCE**

- An extensive understanding of the issues facing at risk youth;
- A demonstrated ability to successfully engage young people in relevant and dynamic learning;
- A minimum of 3 years' experience working with at risk young people;
- Knowledge of current youth services in Cairns;
- Demonstrated ability to communicate with diverse groups (i.e. students, parents, employers, school personnel, training providers and government departments);
- No adverse findings resulting from criminal history checks (i.e. AFP National Police Check for working with children or no unsuitable findings by the Department National Investigations Unit);
- Previous experience in a similar role within Youth NFP and/or education sector;
- Able to develop good working relationships at all levels;
- Able to self-manage and meet deadlines;
- Analytical and problem solving skills including the ability to conduct qualitative and quantitative research;
- Translates broad goals into achievable steps;
- Anticipates, solves problems and takes advantage of opportunities, is a self-starter and team player.

#### **KEY MEASURABLES**

- Student wellbeing surveys and student feedback;
- Student attendance rates;
- Attainment of student learning goals;
- Timely data entry of student attendance;
- Up to date case plans and case notes related to case management of students;
- Effective implementation of the Social and Emotional Learning programs for relevant cohort;
- Development of Education Youth Worker led initiatives and projects;
- Fostering internal and external networks;
- Participation and completion of Professional Development modules according to individual PD plan.



**QUALIFICAITONS**

Hold relevant qualifications

Desirable qualifications and tickets include:

- Minimum Certificate III or equivalent in relevant field of study;
- Hold a current and valid Work with Children Blue Card;
- Participate in bi-annual Police Background Check.

This Position Description is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

I have read and understood the duties and responsibilities required of me in this role.

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_