



Position Description

Teacher's Assistant – Indigenous Education



Welcome to our School

Welcome to Haileybury Rendall School where every student matters every day and where our vision is to be the best school in Northern Australia. Our School is closely affiliated with Haileybury and delivers high quality education programs across its four campuses in Melbourne and one in Tianjin, China.

We draw on the experience, expertise and success of these campuses to establish our own plan for the future.

Developing and maintaining a strong academic culture is a top priority. We are fortunate to be able to use the expertise of Haileybury as a base for shaping our educational pathways. Our teaching framework includes the highly successful Explicit Teaching Model in the primary years and the Victorian Certificate of Education (VCE) in the senior years, both of which help drive outstanding results. The strong ties between Haileybury and Haileybury Rendall School also provide numerous opportunities for our community to take part in a broad and exciting range of activities.

Discover more about Haileybury Rendall School at www.haileyburyrendall.com.au

Working with us

Haileybury Rendall School is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and pastoral programs that challenge and inspire our students and make a difference in their lives.

As a school we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to contribute experience they may have of working with children from a culturally and/or linguistically diverse background.

Our vision and mission

At Haileybury our vision is to be recognised as a great world school.

Leading to our mission to develop high-achieving students who are connected globally, to each other and to the communities in which they live and which they will serve. A Haileybury education will focus on the complete development of the student and will be characterised by a commitment to academic excellence, social justice, an international outlook and enterprise and entrepreneurship.



Position details

Position title	Teacher's Assistant – Indigenous Education
Reports to	Head of Indigenous and Boarding Education
Employment status	Full-time, permanent

Responsibilities

The primary role of the Teacher's Assistant is to support the needs of individual students requiring adjustments to access the curriculum.

Key Responsibilities:

- Work under the guidance of Head of Indigenous Education.
- Complete weekly student notes.
- Implement activities that will support the individual needs of the student/s.
- Give feedback to the appropriate teacher/s.
- Support teachers in the delivery of educational programs to students with learning difficulties and impairments and ensure that the student/s have access to curriculum and participate safely in school activities.
- To make themselves and the students they are assisting, a part of the whole class setting rather than an isolated unit within the classroom.
- To actively participate in activities, assisting, intervening, and encouraging the student/s where appropriate.

Specific Duties:

- To develop an understanding of, and keep up to date with, the specific problems and supports operating for the student.
- To provide feedback to the class teacher and Head of Indigenous Education about how the student is coping with the activities, their general learning behaviour and any other observations.
- To reinforce the teacher's instructions and keep the student on task.
- To assist the Indigenous Education and Individual needs teams in helping the student develop social interaction with their peers and always work to promote the self-esteem of the student.
- To offer individual support to enable the student to develop specific skills.
- To supervise the integration of the student/s in the school grounds, if deemed necessary, and observe safety and social interaction.
- To accompany the student on excursions, if requested.
- To attend multi-agency meetings, if required.
- To attend regular meetings to review a student's program, if required.
- To attend staff briefings and campus staff meetings.
- To attend compulsory professional development programs (first aide training, anaphylaxis training).
- To attend other professional development programs as requested.



Key selection criteria

Mandatory:

- Must have experience working with children
- Demonstrated knowledge of working with students with individual needs
- Verbal, written and inter-personal communication skills
- Basic computer skills
- Time-management skills

Desirable

- Experience of working with children from a culturally and/or Linguistically diverse background

Personal qualities

- Well organised
- Proactive and shows initiative
- Patient and relationship orientated
- Always shows professional discretion
- Enthusiastic and conscientious
- Ability to be part of a dynamic team
- A high level of attention to detail and accuracy
- Demonstrated analytical and problem-solving skills
- Actively seeks and is open to feedback
- Takes pride in work and achieving goals

Necessary qualifications

- Recognised appropriate teaching assistant qualifications
- Working with Children Check Card (Ochre)

Inherent qualities

Cognitive demands

- Ability to work with individuals and groups of staff and to handle multiple (sometimes competing) demands from them and from colleagues in a semi-structured environment.
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students.
- Ability to make high-level decisions and/or be involved in high-level decision making.
- Ability to be resilient when dealing with staff and students.
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Physical demands



- Ability to sit at a desk or computer terminal for long periods which could lead to headaches or eyestrain.
- Ability to lift/carry parcels of up to 5 kgs for short distances.

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate.

General information

- All general staff need to hold a current Working With Children Check.
- The successful candidate will be expected to support the vision and ethos of the School.
- Haileybury promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- This position is full-time. Standard work hours are 8.00am to 4.00pm, Monday to Friday at Haileybury Rendall School campus. This position requires flexibility to operate outside the standard hours when the situation requires.
- The successful candidate will be expected to support the vision and ethos of the School.
- Staff must ensure that all decisions, pertaining to their role at Haileybury Rendall School, are made in line with legislation and Haileybury's Policies and Procedures as set out in the Staff Manual.

Commitment to child safety

Haileybury is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury's approach to creating and maintaining a child safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

Haileybury's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Haileybury has zero tolerance for child abuse in any form.

Further information

Further information about this position is available from Ben Bishop Ph: 08 8922 1611.

