



# Clarence Valley

## ANGLICAN SCHOOL

### RECRUITMENT INFORMATION PACKAGE

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#### **Position**

Teacher's Aide (commencing in 2022)

#### **Salary**

Dependent on qualifications and experience in line with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 and its successors.

#### **Length of contract**

1 x 12-month contract, 3 days per week

#### **School background**

Clarence Valley Anglican School is a co-educational school with an Anglican Foundation, inclusive of all, caring and positive.

We offer high quality, affordable education from Pre-Kinder to HSC, emphasising care of students and their families, academic excellence, participation in a range of activities, links with the community, innovative pathways in education and growth in Christian and civic values.

Our staff are adaptive and innovative, love teaching at our school and believe in the goodness of all our students. They thrive on developing relationships and are passionate people who can respond to the challenges and opportunities of leading education on the North Coast of NSW.

#### **Summary of role**

Applicants for this position must be dynamic, creative and able to work collaboratively as part of a high-performing staff. Experience working in Pre-Kindergarten years is desirable.

#### **Essential and desirable criteria**

Applicants must:

- Hold an Educational Support Certificate III (including the Provide First Aid Certificate or its equivalent).
- Have demonstrated experience with use of ICT equipment and systems in an education context.
- Have demonstrated strong computer literacy with Mac and PC applications (including but not limited to TASS, Google Apps/Classroom, Microsoft Office, email and internet).
- Be supportive of the ethos of independent Anglican education.

Preference may be given to applicants who have previous experience working within a Pre-Kinder setting.

### **How to apply**

- Closing date for applications is **3pm, Wednesday 8 December 2021**.
- To apply for this position please send applications to:
  - The Principal
  - Clarence Valley Anglican School
  - PO Box 500
  - GRAFTON NSW 2460
  - Email: [principal@cvas.nsw.edu.au](mailto:principal@cvas.nsw.edu.au)
- Applications should include the following, preferably as PDF files:
  - A covering letter that addresses the specific competencies listed above
  - Names and contact details of three professional referees.



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### POSITION DESCRIPTION

Position Description	Teachers' Aide
Department	Primary
Reporting To	Principal (through the Deputy Principal)
Date Reviewed	November 2021
Date Effective	November 2021
Industrial Award or Agreement	Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017
Supervisor	Deputy Principal

### POSITION OBJECTIVES

The Teacher Aide assists the classroom teacher in the organisation and preparation of resources for the teaching and learning environment. This is done by supporting the students, providing pastoral care, attending to their academic needs and being a positive role model. The role will also support the Principal in providing outstanding education for all students.

### KEY RESPONSIBILITIES

- Assist students within the room and in play areas
- Assist students stay on task or to be actively engaged
- Take an active part in activities
- Seek direction from the classroom teacher regarding the assistance required
- Report progress and/or areas of need, observed within the learning environment for individual students, to the classroom teacher
- Report to the teacher any significant information provided by the child, which may be of concern or interest
- Show initiative within the learning environment to provide students with resources and assistance that will be best suited to their individual needs
- Where necessary, meet with the teacher to discuss curriculum tasks, up-coming work expectations, and expectations of students

- Uphold matters of confidentiality about student or staff performance
- Maintain a professional standard of work at all times

### **Planning, assessing and reporting for effective teaching and learning:**

- Implement literacy and numeracy support programs/activities for students (either one-to-one, or in small groups)
- Record data and feedback on support programs and their success
- Provide ideas and feedback on support programs
- Where necessary, attend meetings with parents and teachers or with support staff
- Make or prepare resources
- Collect and/or prepare materials for learning tasks
- Set up and tidy activity areas and resources
- Assist in keeping the classroom tidy and orderly
- Provide additional ideas for resources to assist the teaching-learning environment
- Compile documents or student work samples
- Photocopy materials

### **Classroom management and learning environment:**

- Establish and communicate clear, challenging and achievable expectations for students and develop a strong rapport with each individual student
- Maintain appropriate behaviour standards of children working under their supervision
- Use effective instructional, questioning and discussion techniques to support student learning
- Use effective classroom and behaviour management strategies that will encourage students to take responsibility for their learning and allow each child to learn unimpeded by others

### **Professional learning and practice:**

- Demonstrate passion and enthusiasm for teaching and learning at CVAS
- Provide duty of care to the students by being organised, punctual and proactive with commitments (such as lessons, meetings, playground duties and excursions)
- Demonstrate professional conduct through personal behaviour, professional appearance and respectful interactions with others in the School community
- Work collaboratively within the faculty; undertake responsibilities within the faculty or team, as required by management staff
- Contribute to the planning and implementation of department or year policies, and general school policies

### **Engagement with School, profession and wider communities:**

- Support the CVAS mission and Christian ethos of the school
- Support whole School programmes and initiatives e.g. co-curricular programme
- Contribute to the wider life of the School through both formal (i.e. Co-curricular activities) and informal involvement in a range of activities
- Foster School spirit

## **PERSONAL ATTRIBUTES AND EXPERIENCES**

- Specific training such as Educational Support Certificate III (including the Provide First Aid Certificate or its equivalent).
- Supportive of Clarence Valley Anglican School and the vision and values of the School.
- Supportive of the ethos of independent Anglican education.
- Model appropriate behaviour, dialogue, attention to detail, confidentiality and professionalism.
- Demonstrate commitment to fostering and participating in a positive team environment including being flexible and adaptable to the changing needs of the team.

- Demonstrated strong computer literacy with MAC and PC Applications (including but not limited to TASS, Google Apps, Microsoft Office, email and internet).
- Relevant experience working as a teachers' aide.
- Commitment to serving as part of a trans-disciplinary team in the development and implementation of individual educational programs.
- Knowledge of, and the ability to learn quickly about, classroom activities and procedures; the use and maintenance of resources; and school policies.
- Demonstrated sound personal qualities of tact, reliability, initiative and the ability to work with others as a member of a team.
- Basic understanding of workplace health and safety, the Working with Children regulations, and anti-discriminatory practices and behaviour as applied in a work environment.
- Working with Children Check.
- Current First Aid and or CPR qualifications.
- Ability to develop and support agile learning spaces.
- Proof of vaccination (COVID-19 Certificate).

Karin Lisle

**Principal**