ROLE DESCRIPTION | TEACHING ASSISTANT

THE SCHOOL

Glenaeon is an independent, co-educational School catering for children from Preschool through to Year 12. For over 60 years, we've helped young men and women find meaning and direction in their lives. We embrace Steiner (Waldorf) Education, derived from the insights of Austrian-born philosopher, scientist, artist and educator Rudolf Steiner.

Our goal is to develop the physical, emotional and intellectual capabilities of the developing child through an age-appropriate curriculum that integrates the disciplines of movement, fine arts, and practical arts into the study of humanities, science, mathematics and technology. Through the development of these capacities, we strive to educate the child in a healthy and balanced manner and equip them with all the elements they need to lead a meaningful life.

OUR MISSION

Through a complete education (academic, aesthetic, artisan, altruistic, and active wilderness), we equip students with all they need to lead a life of character and contribution.

OUR VISION

Our highest endeavour must be to develop young men and women, who of themselves, are able to impart meaning and direction in their own lives.

ROLE PURPOSE

The Learning Support/ Teachers Assistant works collaboratively with students, staff and parents, alongside the student support team to support the implementation of individual or small group programs to students with additional learning and social emotional differences.

REPORTING RELATIONSHIPS

Reports To: Head of Student Support Services

Direct Reports: NA

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Key Responsibilities

Student Learning and Academic Support

- Provide individual and small-group support to students across Years K-12, with a focus on literacy, numeracy and differentiated learning.
- Assist teachers in delivering effective learning programs by supporting students within the classroom and through targeted intervention programs.
- Develop, implement and review Learning Plans (LPs), Individual Learning Plans (ILPs) and other support programs as required.
- Plan and deliver small-group withdrawal programs and targeted interventions for students requiring additional learning support, including EAL/D students where applicable.
- Collaborate with classroom teachers to differentiate curriculum, assessments and learning activities to meet the diverse needs of students.
- Work in close collaboration with the class teacher and prepare, organise and maintain teaching and learning resources to support student learning and engagement.
- Identify, implement and evaluate evidence-based strategies and interventions to improve student learning outcomes.
- Continually monitor, assess and evaluate student progress and provide recommendations for ongoing support.

Student Assessment, Monitoring and Reporting

- Conduct and assist with educational assessments, screening activities and data collection processes.
- Maintain accurate records of student achievement, development, interventions and support strategies.
- Monitor and document student progress, maintaining observational records and providing feedback to teachers and school leaders.
- Prepare reports and recommendations regarding student learning, progress and support requirements.
- Assist with the collection, management and moderation of NCCD data and other compliance-related information.
- Ensure all student records are maintained securely and confidentially in accordance with legislative and school requirements.

Student Wellbeing and Behaviour Support

- Foster a positive, safe and inclusive learning environment that supports student wellbeing and engagement.
- Provide pastoral care, encouragement and emotional support to students experiencing academic, social or behavioural challenges.
- Support teachers in managing student behaviour through positive behaviour support strategies and classroom interventions.
- Supervise students during classroom activities, transitions, playground duties, excursions and school events to ensure student safety and wellbeing.
- Assist in identifying students requiring additional wellbeing or learning support and participate in the referral and intervention process.

Collaboration and Stakeholder Engagement

- Liaise regularly with teachers, Deputy Heads of School, the Head of Learning Support, the Head of Student Support Services and other relevant staff regarding student needs and progress.
- Participate in student support, case management and LP/ILP meetings as required.
- Work collaboratively with teaching staff to implement agreed learning adjustments, interventions and support strategies.
- Communicate effectively and professionally with students, parents/carers and colleagues regarding student progress and support needs.
- Demonstrate empathy, professionalism and a commitment to supporting students and their families.
- Maintain strict confidentiality regarding all student, family and school matters.

Administration and Operational Support

- Assist with student referrals, action plans and learning support administration processes.
- Support the organisation of extracurricular activities, excursions, camps, outdoor education programs and other school events.
- Assist with classroom preparation, organisation of learning environments and maintenance of teaching resources.
- Undertake general administrative duties associated with student support programs and school operations.
- Provide administrative assistance to the Head of Student Support Services as required.

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Professional Practice, Compliance and School Contribution

- Participate in professional learning, compliance training and development activities relevant to the role.
- Attend staff meetings, professional learning sessions, parent meetings, school functions and other required events.
- Remain informed of current educational practices, learning support strategies and relevant legislative requirements.
- Support the implementation of school policies, procedures and strategic priorities.
- Contribute positively to school improvement initiatives and collaborative decision-making processes.
- Ensure all practices are consistent with child safety requirements, school policies and regulatory obligations.
- Undertake other duties as reasonably directed by the Head of School or delegate.

REQUIREMENTS FOR THE ROLE

- Cert III in Education Support/ Cert IV in School Based education Support;
- Has experience working with students with learning difficulties and learning & medical disabilities;
- Has worked with students with diverse needs;
- High level communication and interpersonal skills;
- Strong written and verbal communication skills;
- Collaborate and work effectively in a team;
- Sense of humour.

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries/potential hazards;
- Participating in WHS training and education as appropriate; and
- Engaging with the School's WHS policies and procedures.

CHILD SAFETY

Comply with our Child Protection Program, including the Child Protection Codes of Conduct, and with their legal obligations with respect to the reporting of child safety incidents or concerns.

TERMS OF EMPLOYMENT

Permanent Part-time or Full time with stand down during non-term time as per allocation.

REMUNERATION

Classroom Support Services Level 3 classification in accordance with the Independent Schools NSW (Professional and Operational Staff) Co-operative Multi-Enterprise Agreement 2025.