

Position Description

Classroom Assistant

Position Title: Classroom Assistant
Reports To: Head of Junior School
Department: Junior School
Campus: Warragul

General

Qualifications

- Teacher's Aide Certificate if appropriate
- First Aid Certificate

Duties

The duties of teaching or classroom assistants at St Paul's Anglican Grammar School include:

- Assisting the teacher to implement the planned program
- Preparing and distributing teaching aids
- Setting up and dismantling displays
- Assisting teachers with the general care and supervision of children during all activities and experiences inside and out of the classroom
- Assisting with duty in the playground
- Assisting children with toileting and cleaning up if necessary
- To help manage, monitor and maintain equipment, stock and requirements
- Assisting to maintain a safe, clean and tidy classroom
- Providing support in the classroom with all areas of learning
- Promoting self-esteem and guiding behavior
- To take and follow directions from the teacher
- Helping to maintain the smooth operation of their area of the school through the completion of relevant administrative duties.

Meetings

Teacher or classroom assistants are not required to attend scheduled after school meetings for teaching staff. They are also not required to attend Professional Development activities on Teaching Staff Days that do not pertain to their role as assistants. Heads of School, the Principal or Deputy may require teacher or classroom assistants to attend Professional Development that is compulsory for all staff working in schools, such as first aid training or that relating to Child Safe Standards. If the Professional Development they are required to attend in order to safely and effectively complete their duties in a school environment is during non-scheduled work hours they will be paid for the time they attended at their usual hourly rate.

Yard Duty

Should teacher or classroom assistants be required to undertake yard duty their normal working hours and breaks will be adjusted to accommodate this requirement.

Salary and Conditions

Salary will be commensurate with years of experience.

Conditions of employment are set out in the St Paul's Anglican School Enterprise Agreement 2023 to 2027. The role is subject to a six-month probationary period.

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Intellectual property

In accepting this offer of employment, you:

- presently assign to the School all existing and future Intellectual Property Rights (defined below) in all inventions, models, designs, drawings, plans, software, reports, proposals and other materials created, generated or developed by you (whether alone or with the School or with other employees, agents or contractors of the School), during the hours of work or otherwise, for use by the School;
- acknowledge that by virtue of this paragraph all such existing rights are vested in the School, and, on their creation, all such future rights will vest in the School;
- agree that you will do all things reasonably requested by the School to enable it to assure further the Intellectual Property Rights assigned under this contract of employment;
- agree that you will not use, copy or reproduce any of the intellectual property of the School other than for the purpose of your employment or as approved in writing by the School;
- voluntarily and unconditionally consent to all or any acts or omissions by the School (or persons authorised by the School) in relation to any and all works made by you (whether before or after this consent is given) during your employment which would otherwise infringe your Moral Rights.

Intellectual Property Rights: all intellectual property rights including, without limitation, patents, significant copyright works, registered designs, trademarks (both registered and unregistered), business and trading names, and the right to have confidential information kept confidential.

Moral Rights: in relation to any copyright works that you may author in the course of your employment with the School, the right of attribution, the right to prevent false attribution, and the right of integrity.

Application details

Your application, either written or emailed, should include details of current and previous experience, a copy of your academic transcript and the names of three professional referees.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Applications

Electronic lodgment of applications is preferred.

Applications should include a cover letter, resume, the details of two referees and be addressed to:

Ms Ann Wilson
Human Resources Manager
hr@stpaulsags.vic.edu.au

Thank you for your interest in employment at St Paul's Anglican Grammar School.