

# TEACHERS' ASSISTANT & ASSISTANT FIRST AID OFFICER

POSITION

DESCRIPTION



<b>Reporting to:</b>	<b>Assistant Principal - Primary</b>
<b>Status:</b>	<b>Ongoing</b>
<b>Fraction:</b>	<b>Fulltime (5 weeks' annual paid leave, 8 weeks' unpaid leave)</b>
<b>Hours:</b>	<b>38 hours per week; 8:00am – 4:06pm Monday to Friday</b>
<b>Salary:</b>	<b>General Staff Level 2</b>
<b>Location:</b>	<b>Donnybrook Campus</b>
<b>Prepared:</b>	<b>December 2020</b>

---

## Position Context

Hume Anglican Grammar is a dual campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

In 2019, the School opened its second campus on an 8-hectare site on Donnybrook Road, 10kms and 10 minutes from the Mt Ridley campus. Commencing with junior primary, each year additional classes and year levels will be added so the campus will have an enrolment of 1,300 from Prep to Year 12. This year, the school has a total enrolment of over 1,445 students (Mt Ridley 1,205 & Donnybrook 240) and employs 140 staff - 100 teaching and 40 non-teaching.

The school is on a growth trajectory and in 2021 is expected to enrol over 1,600 students (Mt Ridley 1,287 & Donnybrook 322). It will ultimately have some 2,700 students on the two campuses with plans for further expansion.

---

## Purpose of the Position

The purpose of the Teachers' Assistant is to give general support to the Primary School, teaching staff in order to extend the delivery of the highest quality teaching and learning programs at Hume Anglican Grammar. In addition to the Teachers' Assistant, the role will also encompass the role of Assistant First Aid Officer. The Assistant First Aid Officer will provide lunch time relief each day for the First Aid Officer and provide cover during absence, or whilst attending to emergencies.

The Teachers' Assistant and Assistant First Aid Officer is recognised as very organised and self-disciplined. They have high standards and strive to improve their own practice and to make efficiencies in the school setting.

---

## Nature of the Position

The Teachers' Assistant works 39 weeks of the year which includes the 38 term weeks and the one week prior to the commencement of the academic year. All paid and unpaid leave must be taken during non-term weeks. Hours of work are from 8:00am to 4:06pm including a 30 minute meal break.

Upon commencement, this position will be located at the Donnybrook Campus. In the future there may be the requirement to perform part or all of this role at other locations.

---

## Responsibilities and Duties

Subject to the discretion of the Principal, a Primary Teachers' Assistant and Assistant First Aid Officer will provide general assistance to teachers in the Primary School and the First Aid Officer.

Roles and responsibilities will include:

### Primary Teachers' Assistant and Assistant First Aid Officer

- Providing general assistance to teachers in the performance of their duties
- Support teaching staff to help maintain and promote a safe and secure learning environment for all students
- Assisting with the collection, preparation and distribution of classroom resources
- Undertaking general administrative tasks for teachers such as data entry, photocopying, collation filing and similar clerical duties
- Performing general classroom maintenance duties such as creation of displays, cleaning and preparation of classroom materials
- Assisting student learning, either individually or in groups, under the supervision of a teacher
- Assisting teachers perform student testing and evaluating students' individual social and academic progress
- Assisting students with hygiene and toileting issues
- Attending school excursions, incursions, sports days and other classroom activities
- Attending School Camps and sleep-overs as agreed
- Reinforcing appropriate behaviours in the classroom and supervising students as required
- Operating within the team in supporting their mission
- Other classroom and school duties as directed by the Principal

### Assistant First Aid Officer

- Relieving the First Aid Officer each day during their lunch break
- Attend the Health Centre should the First Aid Officer be required elsewhere
- Filling in for the First Aid Officer in their absence
- Attending to unwell or injured students
- Maintaining records of attendance at the Health Centre, including treatment notes
- Maintaining and updating records of student medical conditions and allergies
- Ensuring that student medication accompanies students when they are off campus for any reason during the school day
- Documenting incidents and assisting in the notification of the incident to the relevant authorities

---

## Qualifications, Skills and Experience:

### Essential

- Current Working with Children Check or VIT Registration.
- Willingness to obtain Level Two First Aid certification, including Anaphylaxis and Asthma training (training can be provided by the School, if required)

### Desirable

- Experience in working with Primary School aged children in a formal setting
- 

## Personal Qualities

### Essential

- Friendly, warm and caring demeanour.
- Excellent communication and interpersonal skills to build relationships with staff and students.
- Ability to motivate students with learning activities.
- Intuitive and proactive approach to the facilitation of learning within a dynamic educational environment.
- Ability to work autonomously and as part of a group; a supportive and collaborative team player.
- Ability to receive and respond to constructive feedback.
- Good organisational skills and the ability to plan and show initiative.

### Desirable

- Demonstrated interest in ongoing personal professional development.
- 

## Key Selection Criteria

1. Experience working with children in a school or similar setting
2. Excellent communication and interpersonal skills to build relationships with students, staff and parents
3. Good organisational skills and the ability to plan and show initiative