



Middle School Enrichment Assistant

Status: Temporary Part Time (Over 5 days - 0.9 FTE)

Position Location: Forde Campus, Corner Francis Forde Boulevard and Hurrell Streets, Forde

Burgmann Anglican School is a Preschool to Year 12 school with a student population in excess of 1500 located across our Forde and Valley campuses.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

Line Management

This position is responsible in the first instance to the Head of Middle School and ultimately the Principal.

Duties

Under the direction of Middle School classroom/Enrichment Teachers:

- Support children with a specific special needs, as guided by teaching staff
- Work with individual students/small groups to improve literacy and numeracy skills
- Prepare resources to supplement classroom materials and to support learning of individual students/small groups
- Assist in classroom activities as required
- Contribute to professional discussions regarding individual student progress, including academic reports
- Using specific tools to help teachers assess children's reading and numeracy skills
- Assist students in their use of various learning support programs
- Other duties as directed

Selection Criteria

- A relevant qualification and/or experience in working in learning support and/or teacher's aide roles
- Excellent written and oral communication skills
- Demonstrated ability to establish and maintain a warm, positive and encouraging rapport with students
- Ability and willingness to physically assist with mobility and personal care if required
- Demonstrate strong IT skills including classroom technologies and web based learning support systems
- Ability to keep accurate records

Salary, Terms and Conditions

The successful applicant will be employed under the *Independent Schools NSW/ACT Standards Model (Teachers) Multi Enterprise Agreement 2017*.

The Application

Applicants should provide the following documents via email to:

employment@burgmann.act.edu.au

- Covering letter to the Principal, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript
- A copy of your Working with Vulnerable People card
- Details of three professional referees, preferably one referee should be the applicant's current minister.

Applications close 9am on Monday 10 December 2018