



SOMERVILLE HOUSE

HONOUR BEFORE HONOURS

Teacher Aide – Learning Development Middle and Senior Schools

Position Description

Applications are invited for this fixed-term, part-time (term-time) position commencing 15 July 2019 (beginning of Term 3 2019) until 6 December 2019. This position will be two (2) days per week.

About Somerville House

Somerville House, a day and boarding school for girls established in 1899, is the landmark in girls' education, providing exceptional educational for students from Preparatory year through to year 12. Somerville students have the opportunity to participate in an extensive academic, sporting and cultural program, while receiving high standards in personal care and individual attention within the School community.

Somerville House is a school of the Presbyterian and Methodist Schools Association (PMSA). The PMSA is a mission of the Presbyterian and Uniting Churches.

The Role

Teacher Aide in the Middle and Senior School assists with the Learning Development of students, with particular focus on literacy and numeracy skills. Teacher Aides must have the ability to assist English as a Second Language (ESL) students, as well as support students with disability.

The position of Teacher Aide – Learning Development, in the Middle and Senior School, should be a person who is self-directed in their duties. This position requires excellent interpersonal skills, competence with computer skills and a willingness to assist staff and students.

Line of Responsibility

This position reports directly to the Dean of Students.

Working Arrangements

Enterprise Agreement:	Presbyterian and Methodist Schools Association, as varied or replaced from time to time
Classification:	School Officer Level 3
Status:	Part-time, term-time only; two (2) days per week (flexible days)
Hours of duty:	8.00am to 3.15pm
Special conditions:	The appointee may be required to work one week directly following the end of each school academic year, as advised by the Dean of Students.

The requirements for this position:

- Suitable tertiary qualifications, not necessarily in teaching
- Excellent communication and interpersonal skills
- Experienced in assisting adolescents requiring additional support
- The ability to work as a member of a team
- Experienced in the use of IT
- Hold a current Blue Card for working with children or the have ability to apply for a Blue Card

All positions may be redefined from time-to-time to meet the needs of the School.

Application Process

All applications must include the official Application for Employment form for Non-Teachers available under the 'Careers at Somerville House' section of our website, as well as a current Curriculum Vitae, and the contact details of three (3) professional referees.

Applications will be treated as confidential and must be forwarded by email to employment@somerville.qld.edu.au, marked to the attention of The Principal, Somerville House.

Applications close at 9:00am on Friday 14 June 2019.