Teacher Aide - Junior School

Position Description

About Somerville House
Somerville House exemplifies excellence in education for girls. At the heart of all decision-making are our students and ensuring that our pedagogy, programs, infrastructure, facilities and educational experiences continue to maintain our position as A Landmark in Girls’ Education.

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

Working arrangements
Enterprise Agreement: Presbyterian and Methodist Schools Association, as varied or replaced from time-to-time
Classification: School Officer Level 3
Status: Full-time (38 hours per week), term-time only
Special conditions: The appointee may be required to work one week directly prior to the commencement of each new school academic year, and one week directly following the end of each school academic year

Reporting relationships
This position aims to support the functioning of the Junior School. This position reports to the Head of Junior School.

The position is required to undertake the following responsibilities:
• Facilitating the administrative needs of classroom teachers, as authorised by the Head of Junior School
• Supporting the Junior School Administration Assistant, as required
• Assisting the classroom teacher with preparation, marking, photocopying and classroom resources, as directed
• Assisting the classroom teacher with specific literacy and numeracy duties
• Assisting students with their academic studies and personal care
• Assisting with supervision of students during specialist lessons ie Computer, Art, Health and Physical Education, as well as meal breaks, excursions, or other times as required
• Maintaining a healthy, safe and tidy classroom in consultation with the classroom teacher
• Other duties in areas of the Junior School as directed by the Head of Junior School.
The skills and qualities required in this position are:

- Must have minimum requirement of relevant Certificate qualification (or Bachelor of Education - desirable but not essential)
- Must be a highly experienced Teacher Aide or Teacher
- Blue card for working with children (or ability to apply for a Blue Card prior to commencement)
- Excellent knowledge of Microsoft Office software, including familiarity with database management
- Experience in using TASS (School based database program) an advantage, but not essential
- Willingness to undertake training in new technology when required
- Preparedness to undertake professional learning across Literacy and Numeracy Curriculums
- Communicating effectively in person and via telephone
- High level of interpersonal skills to function as an effective team member
- Efficient and timely completion of designated tasks
- Excellence in filing, storage and record-keeping
- Ability to perform processes that require a range of well-developed skills, where some discretion and judgement is required
- Flexibility and adaptability
- Display confidentiality, tact, reliability and sensitivity to students and their families
- Excellent personal presentation
- Ability to work under pressure and meet tight timelines.

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 3pm on Wednesday 15 March 2017.