



POSITION DESCRIPTION

Position title:	Teacher Aide (Educational Assistant – Early Years)	
Reports to:	Head of Junior School	
Classification:	Level 2 – School Officers Award	
Department:	Junior School	
Location:	All Souls St Gabriels School	
Nature of employment:	Term duration	
Working arrangements:	Fulltime	38 Hours per week Term Time
Contact officer:	name:	Annabelle Costello
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About All Souls St Gabriel's School

All Souls St Gabriels School (ASSG) is an Independent, Co-educational, Pre-prep to Year 12, day and boarding school in the Anglican tradition. The School caters to students from all over Queensland and the Northern Territory and is located in Charters Towers, 130km west of Townsville. Charters Towers is an educational hub hosting several well-established boarding Schools.

The position

The Teacher Aide (Educational Assistant – Early Years) plays a crucial role in the Pre-prep classroom of the Junior School. They contribute to providing a safe, stimulating and supportive environment and support qualified educators to ensure practices and processes are consistent with regulatory compliance. The span of hours for the role will be between 7.30am – 4:00pm Monday to Friday commencing in Term 1 2024. After School Care supervision from 3.00 - 5.15pm may be included in this role on a rostered basis in addition to teacher aide work within other younger years classrooms, if desirable.

What you will do

Professional Duties

- Promote the cultural safety, participation and empowerment of culturally and/or linguistically diverse backgrounds, including Aboriginal and Torres Strait Islander children to express their culture and enjoy their cultural rights
- Contribute to ensuring that All Souls St Gabriels School facilitates a play-based learning environment and develops learning programs responsive to children's ideas, strengths and abilities that inspire independent learners



- Work with the Lead Educator to implement the successful planning, implementation and evaluation of a program for the service that is reflective of an approved learning framework; the Queensland Kindergarten Learning Guidelines (QKLG), Early Years Learning Framework (EYLF) or My Time Our Place (MTOP)
- Assist to ensure the early childhood program meets the goals of the approved learning frameworks to help children develop:
 - a strong sense of their identity
 - connections with their world
 - strong sense of wellbeing
 - confidence and involvement in their learning; and
 - effective communication skills
- Contribute to the collection, recording and evaluation of children's records and observations, as required under the National Quality Standard
- Be proactive in ensuring currency in best early childhood practice
- Contribute to the ongoing development and implementation of the Quality Improvement Plan
- Assist with the documentation of children's developmental needs, interests, experiences, and participation in the educational program in a variety of ways
- Assist with the assessment of children's developmental progress against the learning outcomes, establishing further learning goals
- Assist with the assessment and planning cycle to design programs that enhance and extend each child's learning and development. This includes observation, analysing learning, documentation, planning, implementation, and reflection
- Support children's learning through investigation and projects
- With support from the Lead Educator and other Pre-prep staff critically reflect on all aspects of the educational program.
- Contribute to School and Community events (eg: Under 8's Day, class excursions, Pre-Prep Orientation Day) to promote learning and promote and market our the Pre-prep (Kindy) program at All Souls St Gabriels School
- Other duties as follows:
 - Morning tea – preparation, participation and cleaning up
 - Tidying, caring for and maintaining the classroom and classroom resources
 - Actively and vigilantly supervising children in play
 - Preparation and pack-up of artistic and sensory activities
 - Participation in story and other group learning time
 - Outside School hours care supervision, organisation and reporting/documentation obligations as rostered.

Children's Health and Safety key tasks

- Maintain and demonstrate an extensive knowledge of Child Protection legislation and its implications for the care and protection of children
- Follow policies and procedures to always maintain correct educator to child ratios and direct supervision of all children
- Ensure children do not leave the School premises except in accordance with the National Regulations – when collected by a parent or authorised nominee or in an emergency evacuation situation; risk assessed excursions or regular outings
- Follow procedures to ensure visitors to the service are always supervised
- Maintain and demonstrate knowledge of Workplace Health and Safety (WHS) legislation and safety issues relating to children, educators, staff and visitors



- Ensure correct manual handling techniques and procedures are followed and assist by identifying manual handling hazards and risks within the service
- Ensure preparation and storage of food adhere to relevant food safety standards
- Ensure the administration and documenting of first aid or medication occurs in compliance with relevant policies and procedures
- assist in the electronic sign in and out and attendance recording of student attendance.

Developing and Maintaining Positive Relationships

- Work effectively and collegially as a member of a School team
- Exercise effective communication skills with children, colleagues, parents or guardians, and others
- Participate in partnerships with colleagues to reflect critically and constructively upon and improve the Pre-prep care and learning practice
- ~~Both~~ Maintain confidentiality regarding sensitive or private information about children, families, colleagues and the School, and also communicate information appropriately when necessary in the interests and well-being of the ASSG community.

Effective and Efficient Administration

- Complete administrative tasks efficiently and accurately, according to necessary administrative deadlines, and maintain accurate records
- Model high standards of punctuality, dress, language and other standards and expectations in the School
- Attend, contribute to and report on professional development activities
- Develop and maintain effective professional partnerships with other staff
- Attend staff meetings as directed
- Undergo Child Protection training annually or as mandated
- Present and work in a professional manner and be cognisant that your conduct both on and off site reflects the School's reputation
- Work collaboratively with full-time, part-time, and volunteer staff
- Ability to work with students in a friendly yet disciplined manner
- Excellent communication skill

Meet Workplace Health & Safety obligations

- Maintain an understanding of the principles of Workplace Health & Safety as they apply in the Pre-prep environment and the School
- Ensure compliance with the School Workplace Health & Safety policy and all ASSG policies with specific focus on the timely and accurate reporting and documenting of any WH&S situations

Our ideal candidate

Personal Skills and Attributes

- Demonstrate a strong commitment to the ethos of Anglican education
- Work as a member of a co-operative and professional team
- Prioritise the needs of children
- Demonstrated a strong ability to communicate sensitively and confidentially with parents and children
- Have a high degree of computer literacy
- Demonstrate a high level of organisational skills



Qualifications

Mandatory

- Diploma of Early Childhood Education and Care
- Current CHCPRT025 Identify & Report children and young people at risk or equivalent (*or willing to obtain*)
- Current working with children check (QLD) Blue Card
- Current First Aide certificate, CPR (*or willing to obtain*)
- Provide an Emergency First Aid Response in an Education and Care Setting Certificate (*or willing to obtain*)

Desirable

- Understanding and working knowledge of the National Quality Framework which includes - : National Regulations, National Quality Standards (NQS), the Queensland Kindergarten Learning Guidelines, the Early Years Learning Framework (EYLF) and My Time Our Place Framework (MTOF)
- Certificate III in Early Childhood Education and Care (or equivalent)
- Certificate IV in Early Childhood Education and Care (or equivalent)
- Current ACECQA approved Anaphylaxis and emergency asthma management training
- Accredited Child Protection Training