



Position Title	Teacher Aide (Pre-Prep, Level 2)
Reports To	Head of Junior School
Department	Junior School
Location	All Souls St Gabriels School
Employment Conditions	As per the All Souls St Gabriels School Enterprise Agreement
Classification	School Officer, Level 2
Contact Officer	Head of Junior School
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About All Souls St Gabriels 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. Located in Charters Towers, 130km southwest of Townsville, the School caters to students from all over Queensland and the Northern Territory. Charters Towers is an educational hub hosting several well-established boarding schools.

Our Mission

To nurture young people in the development of their mind, body, and spirit.

Our Vision

Shaping students who seize opportunities and have the skills, knowledge, and desire to contribute, lead, and serve.

Our Values

- **Integrity** - We are honest with ourselves and others; we listen to our conscience to do the right thing.
- **Respect** - We have respect for ourselves and others, history and tradition, and our environment.
- **Resilience** - We are encouraged to extend ourselves, to see every hardship, challenge, and error as a learning experience and an opportunity to grow.
- **Service** - Our School motto, *Severe regnare est* ("To serve is to reign"), inspires us to think beyond ourselves and to consider the needs of others and our community.

We are a School that actively promotes child-safe standards and is committed to upholding the safety and welfare of our young people as required under the Child Safe Organisation Act 2024.



Position Purpose

The Teacher Aide (Pre-Prep, Level 2) supports the delivery of a high-quality early childhood program within the Junior School. Working under the direction of the Pre-Prep Teacher, this role contributes to a safe, inclusive, and engaging learning environment that supports children's development, wellbeing, and learning outcomes.

The role also supports regulatory compliance aligned with the National Quality Framework (NQF) and relevant legislation.

Typical hours are rostered between 7:30am and 5:30pm, Monday to Friday, including After School Care supervision (3:00pm-5:15pm) and support across other Junior School classrooms as required.

Organisational Relationships

Internal Relationships

- Head of Junior School - Upline
- Pre-prep and early years teachers - supporting teachers with supervision coordination and other logistics
- Supply teachers and relief staff - as required
- Other Junior School staff - as required
- ASSG Students

External Relationships

- Parents, caregivers and community members - as required

What Success Looks Like

- A safe, inclusive, and culturally responsive environment is consistently maintained
- Educator-led programs and learning experiences are effectively supported and implemented through observation and reflective practice
- High standards of supervision, child safety, and regulatory compliance are upheld at all times
- Positive and respectful relationships are established with children, families, and colleagues
- Professionalism, initiative, reliability, and confidentiality are demonstrated consistently
- A positive school culture is actively supported through participation in school initiatives and events
- Classroom and administrative operations run smoothly through efficient and proactive support



Key Accountabilities

Educational Support & Program Delivery

- Assist in the implementation of a play-based learning program aligned with:
 - Queensland Kindergarten Learning Guideline (QKLG)
 - Early Years Learning Framework (EYLF)
 - My Time, Our Place (MTOPI)
- Support children's development in key outcome areas:
 - Identity
 - Connection to community
 - Wellbeing
 - Learning confidence
 - Communication skills
- Contribute to the planning cycle, including:
 - Observation
 - Documentation
 - Implementation
 - Reflection
- Act as Responsible Person when rostered, ensuring compliance with:
 - Curriculum requirements
 - Educator-to-child ratios
 - Supervision requirements
 - Regulatory obligations
- Assist with documenting children's learning, development, and participation
- Support inquiry-based learning, projects, and group experiences
- Maintain classroom organisation, resources, and learning environments
- Participate in daily routines (e.g. meals, group times, transitions)

Child Safety, Health & Compliance

- Uphold Child Safe Standards and demonstrate an understanding of child protection legislation and reporting obligations
- Maintain appropriate supervision and educator-to-child ratios at all times
- Follow procedures for:
 - Student attendance (including electronic sign-in/out)
 - Visitor supervision
 - Excursions and outings
- Ensure food safety, hygiene, and infection control standards are met
- Administer first aid and medication in line with policy and procedures
- Apply safe manual handling practices and report risks or hazards promptly
- Comply with Workplace Health & Safety (WHS) requirements

Relationships & Communication

- Work collaboratively and professionally within a team environment
- Build positive relationships with children, families, and staff
- Communicate effectively, respectfully, and confidentially
- Support children's behaviour using positive and consistent strategies
- Participate in professional reflection and team discussions
- Contribute to a welcoming and inclusive school community aligned with Anglican values



Operational & Administrative Support

- Assist with classroom preparation, pack-up, and daily routines
- Prepare and manage learning materials and activities
- Support school events (e.g. Under 8s Day, excursions, orientation)
- Complete administrative tasks accurately and within required timeframes
- Undertake in After School Care supervision, including required documentation

Professional Practice

- Maintain confidentiality and professional conduct at all times
- Demonstrate punctuality, reliability, and professional presentation
- Engage in ongoing professional learning and mandatory compliance training
- Contribute to the Quality Improvement Plan (QIP)
- Stay informed of best practice in early childhood education

Work Health & Safety

- Comply with all WHS policies and procedures
- Take reasonable care for personal and others' safety
- Report hazards, incidents, and risks promptly
- Participate in required training and safety processes
- Follow safe work practices, including manual handling

Extent of Authority

- No financial delegation
- Works under direction of the Pre-Prep Teacher and Head of Junior School
- Responsible for completing own day-to-day tasks
- No responsibility for supervising staff
- May act as Responsible Person when rostered

Key Challenges

- Balancing classroom support, compliance, and resourcing responsibilities
- Supporting diverse learning and developmental needs
- Maintaining compliance with regulatory and documentation requirements
- Adapting to a dynamic and fast-paced learning environment
- Collaborating across classroom and After School Care contexts

Ideal Candidate

Mandatory Requirements

- Current Queensland Working with Children Check (Blue Card)
- Legal right to work in Australia
- *Desirable* - Certificate III or IV in Early Childhood Education and Care, or willing to obtain
- Current First Aid and CPR certification
- Provide Emergency First Aid Response in an Education and Care Setting certificate
- CHCPRT025 Identify and Report Children at Risk (or equivalent)
- Foundations of Child Safety Training (Course 1 and 2), or willing to complete

General Skills and Abilities

- Knowledge of the National Quality Framework (NQF), NQS, EYLF, QKLG, and MTOP
- Anaphylaxis and Asthma Management training (ACECQA approved)
- Experience in an early childhood or school setting