

Position Description: Teacher Assistant

Position title:	Teacher Assistant
Reports to (position title):	Program Director
Organisation:	St Francis Flexible Learning Centre – West Moonah
Contract tenure:	Ongoing
FTE:	Part-time (0.8 FTE)
Expected level of contact with Children: <i>(In accordance with Child Safeguarding Standards Framework)</i>	Direct Contact
Location:	Hobart, TAS (preferred)
Approved:	September 2023

Aboriginal and Torres Strait Islander people, people from culturally and linguistically diverse (CALD) backgrounds and people with disabilities are encouraged to apply

Foundation Statement

EREA seeks to respond to the needs of young people disenfranchised and disengaged from education through the provision of a safe place that provides an opportunity for them to re-engage in a suitable, flexible learning environment.

Flexible Learning Centres seek to build honest and authentic relationships with young people, their families and communities, through valuing, supporting and celebrating the uniqueness and dignity of each person.

EREA Flexible Learning Centres are guided by the vision of Edmund Rice, and the empowering service of education, so that young people may achieve personal and community liberation through educational experiences that enable transformation.

Background

Flexible Learning Centres (FLCs) are an initiative of Edmund Rice Education Australia. EREA, offering a full-time and multiyear secondary education and social inclusion program for young people who have disengaged from mainstream structures. Young people may express a broad range of complex education and social needs and the FLC services respond with a variety of flexible and innovative social inclusion and learning experiences.

FLC services provide young people with a varied and holistic set of learning experiences, supporting them to identify and pursue an individual transition to adulthood, employment, further education and training, and social connectedness.

Indigenous and non-indigenous young people who attend are usually disengaged from mainstream education for a range of reasons that may include those:

- who have had contact with the juvenile justice system;
- in the care of the Office of Children and Families;
- with a history of trauma;
- with a history of extended periods of unexplained absences;
- who are highly mobile;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;

- who have been excluded or repeatedly suspended from school;
- who are homeless;
- who are young parents;
- with a generational history of early school leaving; and/ or
- with a generational history of unemployment.

See www.ereafsn.edu.au - Publications for further information.

Principles of Operation

The four principles of operation that all Flexible Learning Centres operate under are Respect, Participation, Safe and Legal and Honesty.

This framework is a significant point of difference from mainstream schooling. The principles establish a “common ground” among staff, young people and families where the means to resolve conflict, negotiate learning, recognise rights and responsibilities are modelled and explored, both within the group and individually.

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website at <https://www.ereafsn.edu.au/wp-content/uploads/2017/09/18.-EREA-Youth-Foundation-Statement-Copy.pdf>).

EREA Charter and Touchstones

Edmund Rice schools strive to offer a liberating education, based on a gospel spirituality, within an inclusive community committed to justice and solidarity. The Charter describes our distinct identity as Edmund Rice schools and provides a practical expression of this identity. The Charter uses four touchstones to describe the culture of a Catholic school in the Edmund Rice tradition. These touchstones give us ideals authentically linked with the Charism which underpins the ministry in our schools and educational endeavours. They help us set our direction and define our goals as, following Edmund Rice’s vision, we continue to reflect and to seek to make the Gospel a living reality in our communities. The Charter and Touchstones can be accessed from the EREA website:

<https://secure.erea.edu.au/Publications/EREA-Charter/docs/EREA-Charter.pdf>

Primary Role

The Teacher Assistant is accountable for the effective delivery of quality educational support for students to enable enhanced learning outcomes. The role provides support to teachers in the delivery of defined educational programs and activities and interventions for students.

Within the role the Teacher Assistant supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the school community to support students to achieve enhanced learning outcomes.

The Teacher Assistant reports to the Program Director but will work under general supervision and direction of a teacher or coordinator.

Duties and Responsibilities

Typical duties and responsibilities include but are not restricted to:

1. Maintain fidelity to and model best practice in Operation by Principles and other key practices as articulated in our Framework;
2. Effective learning outcomes for students
 - Provide support to the teachers in the delivery of educational programs to students.
 - Assist students on an individual or group basis in specific learning areas.
 - Assist student learning, where discretion and judgement is required, including providing more individualised approaches and intervention strategies, and assisting in identification of learning needs and evaluation of progress.
 - Assist teachers to support participation and learning for students across the full range of physical and



- intellectual abilities and from diverse linguistic, cultural, religious and socioeconomic backgrounds.
- Assist with the collection, preparation and distribution of learning materials.
 - Work with students to use specialised technology where required.
 - Support students in class work as required by classroom teachers.
 - Assist students with school routines including timetables, lockers, homework, and student code of behaviour
 - Assist students with the safe, responsible and ethical use of information communication technology (ICT).
 - Provide basic physical, social and emotional care for students, and specific personal care where necessary for example assistance with meals, toileting and lifting.
 - Assist students on excursions and special events.
 - Participate in the monitoring, evaluation and reporting of student learning and programs.
 - Communicate to teachers any difficulties, concerns and successes experienced by students or parental concerns.
 - Support students with challenging behaviours in accordance with organisational policy and guidelines.
3. Participate in program provision to ensure wellbeing in an inclusive learning environment
 - Collaborate with the team and conduct a range of assessments with young people to support a socially inclusive program that responds to the physical, intellectual, social, spiritual and cultural needs of young people.
 - Participate in the daily routines and activities of the FLC e.g. morning meetings, lunch, electives, outings, camps.
 - Participate in a range of programs/activities during the school holidays to maintain connections for vulnerable young people.
 - Support teachers with program provision with a focus on wellbeing and engagement within the FLC.
 - Work collaboratively with the team to ensure program provision is culturally appropriate.
 4. Team participation & multidisciplinary practice
 - Within the partnership model facilitate young people's engagement in learning.
 - Participate in professional supervision.
 - Participate in daily and weekly staff meetings and whole team reflective practice sessions.
 5. Administrative Responsibilities
 - Maintain appropriate records and prepare reports as required including court support letters, and comments for end of Semester School Reports.
 - Maintain up to date file notes on School database – TASS.
 - Support the development of personal learning plans, safety and support plans and engagement plans.
 - Participate in care team meetings where required.
 - Complete other administrative tasks which support class functions such as Daily Activity Intention forms and Venue Proformas.
 6. Other identified duties specific to the role in this Flexible Learning Centre
 - All staff are expected to implement self-care strategies and access organisational staff support whenever needed.
 - Carry out other duties and tasks assigned by the Principal, Deputy Principal, or School Leader/s.
 - Transport young people to and from school and activities.
 7. **Support and comply with Child Safeguarding Practices according to policy**
 - Abide by EREA's [Child Protection Policies](#), [Code of Conduct](#), and [Child Safe Code of Conduct](#).
 - Abide by Nano Nagle Network's [Child Safety Policy and Code of Conduct](#).
 - In consultation with the Head of Campus, Associate Heads of Campus or School Leader/s provide support to young people and families dealing with issues of child safety.
 - Ensure legal and mandatory reporting obligations are met, consistent with the FLC's 'Procedures for Responding to and Reporting Allegations of Child Abuse' within the FLC's 'Child Protection Program'.
 - Provide a referral point for young people and families to appropriate support services.
 8. Ensure that all Safety /W/OHS and general school procedures and protocols are followed.



Qualifications	Skills and Attributes
<ul style="list-style-type: none"> • Certificate III in Education Support and/or equivalent experience • Hold a valid Working with Vulnerable People Check or have the ability to obtain. • Hold appropriate Australian Work Rights • Valid First Aid Certificate or willingness to obtain. • Valid Australian Driver's Licence and willingness to drive school vehicles when required. 	<ul style="list-style-type: none"> • Be able and willing to uphold and role model the schools' principles of operation of Respect, Participation, Safe and Legal, and Honesty • Demonstrated capacity to utilise relevant community sector qualifications and experience to enhance engagement and support of young people with complex needs, their families and community, in order to support young people's engagement in learning. • Demonstrated willingness to reflect on and develop own practice, as well as contributing to ongoing school development. • Ability to provide a range of flexible programs and activities which successfully engage and support young people. • Ability to work effectively as a member of a multi-disciplinary team and build quality working relationships. • A commitment to ongoing professional learning for self and others to enable further development of skills, expertise and teaching capacity • Resilient and able to develop resilience in others with a high level of emotional intelligence • Ability and willingness to travel to school sites and attend professional development as required. • Previous experience and/or qualifications relevant to supporting and/or leading an organisations commitment to being a child safe organisation.
<p>Physical Requirements: This role will involve frequent sitting and standing, walking or moving within a school and office environment across multiple levels, complete fine motor skills such as typing or writing, and requires auditory and visual ability. Some lifting of supplies and materials may be required from time to time, practicing safe manual handling.</p>	