



POSITION DESCRIPTION

POSITION	Classroom Assistant
REPORTS TO	Head of Junior Years & Head of Middle Years
DIRECT REPORTS	Nil
Status	Ongoing
FTE	0.6
DATE	8 March 2018

ABOUT PENINSULA GRAMMAR

Peninsula Grammar is a coeducational school of excellence, which fosters the full and balanced development of each child. In caring for students and their learning we encourage them to take up life's challenges both at the School and beyond. The School values a spiritual and moral view of life that prizes the highest standards of personal character with a Christian ethic of service and concern for others. Peninsula Grammar has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse.

The School is a leader in the field of Positive Education which is best described as traditional education plus approaches that nurture wellbeing and promote mental health. Underpinned by the science of positive psychology, the School's wellbeing program encourages students to focus on the good things happening in their lives and by so doing, aims to increase their levels of resilience and optimism.

The Principal is the Chief Executive Officer of the School. The Principal leads the School Senior Leadership Group, the members of which play a significant role in developing, implementing and evaluating school policy. Ultimately the responsibility for the leadership and management of the School rests with the Principal.

The Senior Leadership Group consists of the Principal, the Deputy Principal – Student Wellbeing, the Deputy Principal – Future Learning and Curriculum, the Business Manager, the Human Resources Manager, Heads of Senior Years, Middle Years, Junior Years, the Head of Wellbeing, the Director of Positive Education, the Director of Learning Technologies and Innovation and the Director of International Operations.

All employees of Peninsula Grammar have a responsibility to:

- Reflect and nurture the Aims and Philosophy of the School during their work.
- Through the example displayed in their approach to their work, energise fellow staff, students and parents by fostering quality relationships and community development.
- Provide effective role modelling using appropriate conflict resolution and negotiation skills.
- Maintain confidentiality and support for the School.
- Maintain professional competence and current knowledge in educational trends.
- Maintain a client-centred approach to all aspects of their work.

Employees are appointed by and act under the direction of the Principal, through the Senior Leadership Group. The appointee to this position will be required to undergo an annual performance review in accordance with the School Professional Review and Development Program.



PENINSULA

GRAMMAR

ROLE SUMMARY

As a member of the School staff the Classroom Assistant is committed to the Aims and Philosophy of the School and reports directly to both the Head of Junior and Middle Years. The Classroom Assistant will keep the Heads of Junior and Middle Years appropriately informed about matters within the roles and responsibilities of the position.

The Classroom Assistant supports the Teachers in Years 1-6 by providing student support within the appropriate programs within a safe and welcoming environment. The Classroom Assistant will work with many students and teachers over a week and will assist with small group work and individual support of students under the guidance of the teachers.

In all matters concerning your employment, you will be ultimately *responsible* to the Principal. In your day-to-day duties, you will be *responsive* to the needs of the Teachers and the Heads of Junior and Middle Years.

The Classroom Assistant will liaise with:

- Staff
- Parents
- Visitors
- Students

KEY RESPONSIBILITIES & DUTIES

- Assists in the learning programs as required by the classroom Teachers
- Assists in the provision of a safe working environment for school age children
- Works with classroom teachers to ensure support for students in the classrooms
- Assist with the specialist teachers in our co-curricular program when needed
- Assists with the School's compliance with the Work Place Health and Safety policy and other School policies as required
- Playground duties in the Clarke Centre playground
- Assist with transition programs
- Assist with organizational tasks for classroom teachers
- Work with small groups of students under classroom teacher's instruction
- Attend camps and study tours when required
- Such other duties as may be required from time to time

Comply with School Board and Occupational Health and Safety policies and procedures by:

- Following School Board policies as required
- Following safe working procedures developed for the School
- Ensure all health and safety regulations are adhered to
- Report any equipment or situation that is hazardous or has the potential to affect the health and safety of the Peninsula Grammar workplace
- Complying with purchasing guidelines for health and safety when ordering plant, equipment and chemicals

Comply with Child Safety Standards by:

- Ensuring all student safety standards and mandatory reporting requirements are adhered to
- Attending all training and maintaining compliance with all child safety legislation, standards and regulations
- Completing all mandatory training in timely manner
- Escalating and reporting all matters related to student safety immediately



PENINSULA GRAMMAR

QUALIFICATIONS AND EXPERIENCE

- Relevant Classroom Assistance experience - Primary Years is preferable
- Possess current First Aid Certificate with CPR, Anaphylaxis and Asthma Training.
- Current Working with Children Check
- Current National Police Check

COMPETENCIES

- Sound analytical and problem-solving skills with a solution focused, growth mindset
- High level of initiative and self-motivation
- Adaptable and flexible to work effectively in a demanding and changing work environment
- Ability to quickly establish effective working relationships with students, parents and staff
- Participate as a collaborative team member
- Display empathy, commitment and resilience
- Excellent organisational skills and ability to prioritise tasks
- Reliability and punctuality
- Satisfactory level of health and fitness to competently undertake the inherent requirements of the job
- Genuine interest in the School, students and families of the School Community and self-satisfaction from enabling student growth in everyday interactions

The School reserves the right to alter roles and responsibilities to suit the leadership and management requirements at any point in time.

PROFESSIONAL REVIEW

This Position Description is intended as a framework for professional review.

TERMS AND CONDITIONS

Employment conditions are as detailed in the Educational Services (Schools) General Staff Award 2010 and the School's Policies and Procedures. The position is graded at Classroom Support Services Level 1 Grade 1 of the General Staff Award 2010.

This position is 0.6 and term-time only. Hours may vary from time to time according to the needs and special requirements of the classroom. Wherever possible, notice will be given in the event of extra hours being required. Normal working hours will be 9.00am – 2.00pm Tuesday to Thursday.

The incumbent is expected to attend compulsory staff conference days prior to the commencement of the academic year and at the conclusion of the academic year.