Brigidine College Indooroopilly

Position Description – School Officer Level 3

Duty Statement Teacher Aide – Learning Enhancement

*Brigidine College is committed to the provision of sound educational opportunities for its students within the context of Christian values and the development of resources is integral to that provision. This commitment is stated in the College Mission Statement.*

**Reporting Relationship:**
Reports to the Principal through the Business Manager

**Operational Relationship:**
Reports to the Learning Enhancement Coordinator

**Characteristics and Qualifications**
The employee appointed to this position is required to demonstrate competency involving the application of knowledge and skills to a range of tasks and roles within Learning Enhancement. There are clearly defined areas of support and enhancement where actions required will be determined by the Program Leader, Learning Enhancement.

Work is performed under direct and/or routine supervision depending on function. Work is routinely checked and may involve detailed instructions in some situations. Work may also take the form of general guidance when working in teams or the classroom.

An employee in this position may have limited responsibility for guidance of the work of others, and an experienced employee may assist others by providing peer support in the completion of routine tasks.

**Qualifications**
Certificate level or equivalent qualifications relevant to the position.
Child Suitability (Blue Card) – Child Safety (Qld)

**Principal Responsibilities:**
The Learning Enhancement Teacher Aide will be required to:

- Demonstrate interpersonal skills that show an ability to establish and maintain effective working relationships with students, staff, parents and other community members.
- Demonstrate knowledge, skills and ability to assist teachers with students requiring learning support or extension, some of whom will have special needs, and/or requiring additional literacy and numeracy activities.
- Demonstrate knowledge of, or ability to learn quickly about classroom activities and procedures, use and maintenance of resources, and school policies.
- Assist in the implementation of literacy and numeracy programs for identified students, including those that may have learning difficulties, specific learning difficulties and students with Education Adjustment Programs.
- Interpret for, clarify, and assist students with learning difficulties and/or impairments.
- Assist with the delivery of activities under the direction of the Learning Enhancement Coordinator according to the Individual Learning Program to meet the needs of individual students.
- Have a moderate level of administrative skills including spreadsheet, PowerPoint, Publisher and email software applications and advanced word processing with ability to produce documents and work books with excellent presentation.
- Use high level internet research skills to assist students to find reference materials.
- Support teachers in providing learning materials for students at risk.
- Work with small groups as well as with individuals.
- Other tasks as required.

**Conditions**
Term-time, continuing position.

**Hours of Duty**
60 hours per fortnight
Days / times to be negotiated to the needs of the College.