



**ST EDMUND'S COLLEGE**  
CANBERRA · EST 1954



**EDMUND RICE EDUCATION**  
**AUSTRALIA**

St Edmund's College Canberra is a Catholic school in the Edmund Rice tradition, educating boys from Years 4 – 12. It is an inclusive educational community, with a broad offering across academic and co-curricular areas.

Applications are sought from suitably qualified and experienced candidates for the position of:

## **Teaching Assistant (Diverse Learning)**

Commencing as soon as possible, applications are invited from suitably qualified people for the position of Teaching Assistant (Diverse Learning). Please see the Role Statement below for information regarding this role. This is a permanent full-time position working 41 weeks each year.

To be appointed to this position the applicant will a current Working with Vulnerable People (WwVP) card.

All staff at St Edmund's College Canberra support and work to advance the Values, Vision and Mission of the College as a Catholic school in the Edmund Rice tradition.

Visit the College website at [Employment Requirements](#) to obtain all of the Application Information. Contact Ms Rachel Lemon via [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au) if you have further questions.

Applications close: Monday 3 August 2020 at 5pm, addressed to:

The Principal  
St Edmund's College Canberra  
110 Canberra Avenue GRIFFITH ACT 2603  
Or email to [employment@stedmunds.act.edu.au](mailto:employment@stedmunds.act.edu.au)



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## **ROLE DESCRIPTION: TEACHING ASSISTANT (DIVERSE LEARNING)**

### **GENERAL**

- The Teaching Assistant is part of the Diverse Learning faculty that works within an inclusive environment to provide assistance to students with support needs.
- The Teaching Assistant provides direct support to students with disabilities and students with diverse learning needs to assist learning and the preparation and enhancement of learning materials and associated activities.
- The Teaching Assistant is responsible to and reports to the Head of Diverse Learning.

### **RELATIONSHIPS**

Teaching Assistants come under the direct instruction of the Head of Diverse Learning. Other key relationships include:

- Head of Diverse Learning (Supervisor)
- College students and parents
- College staff
- External organisations and agencies

### **DUTIES**

- Under the supervision of a teacher, work with individuals or small groups of students, some of whom may have disability or diverse learning needs.
- Works with the Head of Diverse Learning to monitor the literacy and numeracy levels of students with disability and students with diverse learning needs and support the adaption of literacy and numeracy programs where required.
- In consultation with the Head of Diverse Learning and classroom teachers, organise resources and materials for classroom use.
- Guide students with class work, assignments and examinations as required.
- Guide students with the use of computers and other assistive technology as required.
- In consultation with the Head of Diverse Learning, develop and provide opportunities for students with disability and students with diverse learning needs to develop personal, cultural and social skills as well as independent living and vocational skills, as outlined in the student's Personalised Plan.
- Under the direction of the Head of Diverse Learning, work with the Career's Advisor to assist students transitioning from school to CIT, TAFE, University or work placement using Individual Transition Plans.
- Provide assistance and support to students with disability and students with diverse learning needs at College approved overnight camps, excursions and events.
- Perform supervision duties as required
- Perform administration and clerical duties as directed by the Head of Diverse Learning, including updating and maintaining student files in accordance with College processes.

**Other**

- Duties as required by the Head of Diverse Learning.

**Co-curricular**

Teaching Assistants are encouraged to participate in co-curricular aspects of the College which may include after hour participation.

**TERMS**

- Subject to the terms and conditions of the Support Staff (Daramalan College, Marist College Canberra, and St Edmund's College Canberra) Enterprise Agreement 2015-2019, and subsequent agreements.

**SELECTION CRITERIA****Essential**

- Demonstrated experience working with, and understanding the needs of, students with disability and students with special and/or additional needs.
- Demonstrated understanding of inclusive practices for students with disability.
- Ability to develop positive working relationships with teachers to ensure the sharing of information and implementation of strategies that result in meaningful learning for students with disability and students with diverse learning needs.
- Knowledge of the National Disability Insurance Scheme and Nationally Consistent Collection of Data, as well as their application within the school setting.
- Knowledge of the education sector and school procedures.
- Competent computer skills and ability to undertake a range of administrative tasks, including maintaining filing systems within the faculty.
- Capacity and willingness to participate in professional learning to enhance student support needs as required.
- Current Working with Vulnerable People registration.

**Preferred**

- Accreditation working with individuals with disabilities and individuals with special and/or additional needs.
- Current First Aid certificate.

**Personal attributes**

- Committed to the mission of the College and the ethos of Catholic Education in the Edmund Rice tradition.
- Knowledge of or ability to learn school protocols and procedures, particularly in relation to using and maintaining school resources and applying school policies.
- Ability to work in a cooperative manner with colleagues and students, both one-on-one and as a member of a team.
- Ability to work independently and is reliable and responsible.
- Ability to adapt and be flexible to meet changing priorities and needs.
- Demonstrates good interpersonal skills and is a good role model for students.