

# POSITION DESCRIPTION & PERSON SPECIFICATION



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## Position: Learning Support Aide – Northern Christian School

### Organisational Structure

Christian Schools Tasmania is an Association of Christians that owns and operates four Christian Schools in the Greater Hobart Area – Calvin Christian School, Channel Christian School, Emmanuel Christian School and Northern Christian School. Each school has a Principal who is responsible for the educational leadership and management of the school.

A Board of Directors, through the Chief Executive Officer, governs the affairs of Christian Schools Tasmania. The Board is committed to operating in ways that utilise the strengths of being one Association, whilst recognising that each school is unique, and is led by the Principal appointed to that school. The Board expresses this commitment by establishing overarching guidelines or policies that guide the operational leadership of the Executive members.

The Mission of Christian Schools Tasmania is ***to provide the highest quality Christ-centred education that prepares and equips students for life.***

The Vision of Christian Schools Tasmania is ***to be a transformational Christian learning community.***

The core Values of Christian Schools Tasmania are ***Faith, Hope and Love. But the greatest of these is Love. (1 Corinthians 13:13)***

### School Context

**Northern Christian School** is a co-educational, independent Kindergarten – Year 6 Christian School located in Bridgewater. Northern Christian School currently has an enrolment of approximately 160 students.

Further context can be gained by visiting the school's website at [northern.tas.edu.au](http://northern.tas.edu.au)

Each school has a Council made of parents and friends that work closely with the Principal. The purpose of the Council is to support the Principal, build strong Christian community and enhance effective communication.

### Purpose of Role

It is expected that the incumbent will bring a Christian world view to bear on the various aspects of the position and will participate fully within the spiritual life of the school.

### Personal Requirements

Christian Schools Tasmania requires Learning Support Aides who:

- Are committed Christians, who are active in a Christian church and express their faith through their lifestyle;

- Demonstrate an expression of that faith will be consistent with to the Association's Objects, Educational Creed and Statement of Christian Faith;
- Nurture and disciple students to know better their Jesus Christ as their Lord and Saviour;
- Are committed to continual growth in their faith and capacity as a Christian educator.
- Are committed to continual growth in their professional field;
- Positively contribute to the Vision, Mission and Value of Christian Schools Tasmania.
- Work collaboratively as members of a Christian community and in accordance with Christian Schools Tasmania's Code of Christian Conduct;
- Work closely and effectively with colleagues, senior staff and students in partnership;
- Work collaboratively as one member of a strong and vibrant Christian culture across the school;
- Participate in the delivery of highest quality Christian education by intentionally partnering with teachers and parents in the nurture and education of all students;
- Demonstrate innovation and creativity to ensure highest quality teaching and learning opportunities for students in the twenty first century;
- Demonstrate and develop the large suite of organisational abilities that are required to undertake the challenging role of supporting teachers in a Christian school;
- Demonstrate highest standards of presentation, punctuality and professionalism.

### **Key Responsibilities**

A Learning Support Aide is responsible for:

- Working collaboratively with teaching staff to design, implement, monitor and report on daily educational programmes;
- Undertaking relevant training and development as and when required;
- Working proactively to ensure the health and safety of themselves and others;

### **Duties**

A Learning Support Aide's duty include but are not limited to the following:

- Continually developing a Christian world view and applying this to all areas of teaching and learning;
- Using and refining planning documents as required;
- Using and refining daily lesson plans;
- Delivering daily lessons and educational programs based upon such planning;
- Establishing and maintaining a work environment that is conducive to effective teaching and learning;
- Maintaining a high standard of student behaviour and management;
- Maintaining a high level of proactive pastoral care;
- Maintaining records of progress as required;
- Proactively reporting to and communicating with teaching staff as and when required;
- Assisting in supervision duties as required;
- Attending staff devotions, activities and meetings as scheduled;
- Participating in Professional Learning activities in consultation with the Principal;
- Participating in staff appraisal according to the Professional Growth and Development Policy;
- Developing and maintaining effective networks that support the Key Responsibilities of the role;
- Other reasonable duties as directed.

## **Safeguarding Children and Young People**

Our organisation takes child protection seriously, and as an employee of Christian Schools Tasmania, you are required to meet the behaviour standards outlined in our Code of Conduct. You will have received a copy of this Code as part of your induction.

Therefore, as a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people.
- promote the safety and wellbeing of children and young people to whom we provide services.
- ensure that your interactions with children and young people are positive and safe.
- provide adequate care and supervision of children and young people in your charge.
- act as a positive role model for children and young people.
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management.
- maintain valid 'working with children' documentation.
- undergo periodic 'national criminal history record' checks (if required).
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

## **Compliance and Safety**

- Exercise responsibility required in accordance with Work, Health and Safety legislation;
- Take reasonable care of your own safety and that of other people who may be affected by your acts or omissions in the workplace;
- Create a safe and welcoming learning environment for children and young people congruent with legislative and Organisational Child Safe requirements;
- Adhere to the requirements of the role in accordance with the professional standards expected of Christian Schools Tasmania and all Organisational policies, procedures, codes, guidelines and applicable laws.

## **Line of authority**

Learning Support Aides are responsible to the Principal, through relevant teaching staff.

## **Essential Requirements**

- Registration to Work with Vulnerable People.

## **Preferred Requirements**

- An ACECQA-approved certificate III level education and care qualification (e.g. Certificate III in Education Support (CHC30213) or Certificate III in Early Childhood Education and Care (CHC30113))
- Provide First Aid

## **Key Relationships and Contacts**

Learning Support Aides are expected to:

- Work under the daily supervision of teaching staff;
- Work closely and collaboratively with school staff, and the Principal as required;
- Communicate effectively with all school staff members and students.

## **Conditions & Hours of Employment**

This is a part-time position.

Staff are employed by Christian Schools Tasmania under the Educational Services (Schools) General Staff Award (2020) and Christian Schools Tasmania Enterprise Agreement (General Staff) 2022 and are expected to comply with all Association and School Policies.