



Job Description

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Teacher Assistant – Learning Enrichment	Ref: 20150915
Function/Department	Learning Enrichment , Upper Elementary School	Location: AIS
Manager Title	Head of Elementary	
Position Type	Fixed Term	
Position Status	Full Time	

Position Objective

To support the Learning Enrichment Teachers within the Upper Elementary School in the delivery of quality teaching and learning to targeted students across Years 3,4 and 5. This may occur through a continuum of support services, including but not limited to, withdrawal, in class support, individual and small group intervention. This position will also encompass administrative support, record keeping, maintenance of student data, communication with teachers, parents and adherence to school's policies and procedures.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services

- Support teaching and learning through working with students in small groups and individually developing skills in Language and Mathematics;
- Provide administrative support to the Learning Enrichment Staff in preparation of resources activities and maintenance of Department stationery;
- Ensure all resources are appropriately organised for effective teaching and learning;
- Reinforce positive attitudes and behaviour (refer to AIS Welfare Policy and Guidelines);
- Supervise students in classroom and in the playground, ensuring students are at all times in a safe, nurturing environment;
- Instigate preventative measures to minimise accidents in the classroom and other areas within the Upper Elementary School;
- Communicate with parents as required in professional and competent manner;
- Work co-operatively with Learning Enrichment Personnel, Class teacher/s and other Assistants, maintaining open communication;
- Understand and work in accordance with the school policies and procedures as outlined in the HR Handbook and on the SharePortal;
- Engage in Professional Learning, including the development of a Professional Learning Plan as well as attendance at workshops as required;

Key Criteria

- Excellent written and spoken English skills
- Excellent communication skills at all levels
- Patience in dealing with students and parents
- Sound organisational and time management skills



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- Nurturing manner and ability to show compassion and care with children
- Experience in working with children in an elementary school environment
- **A minimum High School graduation certificate**
- **Further qualifications in teaching or Individual Needs would be an advantage**

Contacts

- Students, teachers, parents.

Working Conditions

- Indoor and outdoor work supervising student play and learning
- Some lifting may be required
- Flexible approach to interaction with students

Terms of Employment

- 8am to 4pm Mondays to Fridays
- Group Medical Insurance
- Paid School Holidays – some holiday work may be required prior to the commencement of each term
- Paid Sick Leave
- Modern facilities and world class curriculum