



ST PIUS X COLLEGE

CHATSWOOD

Teachers' Aide – Diverse Learning

Child Protection legislation requires that, as the preferred applicant of a position classified as child-related employment, you must meet the requirements of the Working with Children Check. Your appointment may be reviewed if information relating to any child-related offence is revealed.

A Teacher Assistant - Diverse Learning is a member of the Diverse Learning Team, reporting directly to the Diverse Learning Coordinator, and as a member of the *Support and Operational Staff* at the College in collaboration with the Principal's Assistant.

The Diverse Learning Department is a Year 5 -12 faculty that oversees students with diverse learning needs, gifted and talented students, and English as an additional language (EALD) needs.

It is understood that the role is characterised by a high standard of competency, professionalism, organisational proficiency and enthusiasm.

Basic Role Purpose

The primary role of a Teacher Assistant - Diverse Learning is to support the learning of students and assist with the administrative work of the Diverse Learning team across Years 5-12, as directed by the Diverse Learning Coordinator.

Major Responsibilities and Accountabilities

- Demonstrate a clear understanding and commitment to the Mission of the Catholic School;
- Be supportive of the Edmund Rice ethos of the College;
- Provide in-class support for identified students with special needs in Years 5-12. This support is in accordance with the adjustments, strategies and learning goals recorded on individual education plans, student profiles, and the NCCD database, as directed by the Diverse Learning Coordinator;
- Administer Disability Provisions throughout the year, as directed by the Diverse Learning Coordinator, for internal and external exams and assessments;
- Assist with the process and administration of applications and approvals for Disability Provisions, including communication with students, parents and staff, in collaboration with the Diverse Learning Coordinator;
- Assist with the data entry, file management and maintenance of departmental student records, as directed by the Diverse Learning Coordinator;



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- Support the pastoral and academic development of identified students by attending and assisting with pastoral activities in coordination with the Diverse Learning Coordinator and Guidance Coordinators and Counselling Staff;
- Participate in relevant Professional Learning to develop skills and training as suggested by the Diverse Learning Coordinator, to provide the required intensive support of students;
- Complete administrative work across the school year, as per the Award as directed by the Diverse Learning Coordinator and Principal's PA;
- Attend collaborative meetings and contribute to co-curricular Diverse Learning opportunities for students as required.

Other duties as assigned from time to time by the Principal

Reviewed: April 2022