

Job Description

Department: Wodonga Middle Years College **Location:** Wodonga Middle Years College (Multiple Location Campus)
Classification: Ed Support Level 1-Range 1
Position Description: Teacher Aide
Subject/Duties: Teacher Aide-Classroom Support **Level:** Secondary Years 7-10
Begin Date: 13/06/2017 **End Date:** 22/12/2017
Regular/Temporary: Fixed Term
Hours: 15.96
Reference #: 1084616
Contact Name: Mr. Gary Hodge
Phone: 02 60579000
School Website: www.wmyc.vic.edu.au
Apply By: 25/05/2017

Location Profile

Wodonga Middle Years College is a supportive teaching and learning environment where student needs and backgrounds are reflected in the learning and design of the school. The clear strategic intention is to maximize opportunities for all students by developing their talents and challenging them to have high aspirations so they achieve their potential and become logical, self aware, collaborative and inquisitive. Importantly, Wodonga Middle Years College seeks to develop skills and competencies so students are well prepared for future study in the next stage of their education.

Wodonga Middle Years College (MY College) caters for 850 students in Years 7 to 9 on three campuses.

The development of one Middle Years College with two campuses is providing the flexibility associated with larger schools while still maintaining opportunities for the development of strong relationships and knowledge of student needs that is enhanced in smaller schools. The College also provides unique opportunities for teachers to develop extensive teaching expertise in this important stage of schooling - the middle years.

The College has created opportunities for teachers who wish to accept the exciting challenge of teaching in a uniquely authentic middle school program that develops high expectations and levels of engagement and which can make real differences to the lives and aspirations of the districts' young people.

Our Mission - To be a student focused learning community from which our graduates will:

- Be confident, capable and self-motivated.
- Be comfortable living in a world of diverse people, cultures, and beliefs.
- Be able to establish and maintain effective relationships.
- Be tolerant and act with empathy.
- Be respectful of self and others.
- Make meaningful contributions to society – the local and global community.
- Demonstrates intellectual tenacity and persistence in problem solving
- Be skilled analytic, critical, aesthetic and creative thinkers as the situation demands.
- Respond positively and appropriately to change and challenges.
- Set high expectations for themselves and act to meet those expectations.
- Flourish in a digital world and be a skilled user of evolving technologies.
- Be aware of post school options and successfully access them.

In the Middle Years College:

- * Teachers specialise in meeting needs and improving outcomes for middle years students.
- * Teachers generally work in a house across year levels.
- * There are improved leadership options for Year 9 students.
- * The Middle Years campuses have the scope to develop a variety of programs emphasising:

- Aus VELS
- AVID (Advancement Via Individual Determination)
- AAP (Academic Advancement Program)
- Sporting Excellence
- Civics and Citizenship

- There is a concentrated focus on transition issues with stronger links and co-operation with neighbourhood feeder primary schools and the Wodonga Senior Secondary College.

Common report writing, timetabling, roll marking and student management software is used at each campus.

There are expanded curriculum offerings for middle years including:

- Strong academic studies in all areas of the Australian Curriculum including classroom and instrumental music.
- The two campuses offer languages - Indonesian, Japanese

Strong intensive literacy learning programs run at each Campus in Year 7, Year 8 and Year 9.

* Middle Years programs are not restricted by timetable constraints of senior campus requirements.

* Authentic purpose - student outcomes will include the completion or production of tasks relevant to the young people demonstrated through presentations, performance, creation and event management.

* Celebrate and share the opportunities that exist with the work of the Flying Fruit Fly Circus School.

* There are strong partnerships to the wider community including tertiary institutions, community agencies, and business

Wodonga Middle Years College has three campuses: Felltimber, Huon and the Flying Fruit Fly Circus School.

Selection Criteria

SC1: Capacity to support and develop positive working relationships with staff and students, particularly those with significant disabilities.

SC2: Capacity to work productively with teachers and in a team

SC3: Excellent interpersonal and communication skills

SC4: A high level of organisational skills, adaptability and creativity

SC5: Capacity to collaborate effectively with a wide range of people including parents and well-being personnel

SC6: A broad understanding of state secondary school curriculum requirements

SC7: Demonstrated understanding and commitment to the structure and programs offered at Wodonga Middle Years College.

Role

The Teacher Aide will be given responsibility to supervise small groups of students. This is an important function of this role is to assist in specific classroom programs.

- **Classroom Support** - Assistance to enable the student[s] to participate in educational activities of the classroom and to withdraw students if needed to work on a one-to-one basis.
- **Social Skills Development** - A student may require help in social skill development in a small or large group situation.
- **Communication** - Assistance in classroom with communication.
- **Role With Parents** - Attend Program Support Meetings with the parents and liaise with parents where necessary to assist with integration.
- **Excursions and Camps** - Attendance of the Teacher Aide is based on individual availability with time in lieu to be negotiated with the Principal, prior to attending the camp/excursion

Key Responsibilities Areas:

The responsibilities of this position will be to undertake routine tasks that are usually carried out under close supervision and direction. The level of supervision will vary depending on whether there is a high variety of tasks and where priorities may change (e.g administrative support, assisting teachers in the classroom and other educational activities, such as providing assistance to students, general support roles, assisting in "out of school care" programs).

Positions that work on a more independent basis will generally perform a limited number of tasks on a regular basis where priorities are clear, procedures are well established and direction is readily available.

Work undertaken has little scope for deviation. Tasks may involve a wide range of duties of a routine nature. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Assistance is readily available when problems arise. An experienced officer at this level will exercise limited judgement within clearly defined guidelines and well established practices that relate specifically to the tasks performed.

This position does not carry responsibility for the work of others. More experienced employees will provide guidance and advice to others relative to the required tasks within the work area.

An Education Support positions supports the educational services being provided to students, but most not include duties of teaching, as defined in clause 2.6.1 if the Education and Training Reform Act 2006 (Vic) or its successor.

Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

KRA 1: Provision of personal support to high risk students with internalising and externalising behaviours.

KRA 2: Provision of support to teachers during class time, as directed by teachers.

KRA 3: Provision of educational support to students during class time, on an individual or group basis in specific learning areas.

KRA 4: Positive role modelling to students.

KRA 5: Liaising with teachers and Well-being staff.

KRA 6: Assist with the communication between students and teachers, particularly the interpretation of instructions.

KRA 7: Provide basic physical and emotional care for students.

KRA 8: Assist with the supervision of students in playgrounds, at camps, on excursions, in sporting activities, therapy activities and life skills.

KRA 9: Assist in the preparation of student resources and equipment, when necessary.

KRA 10: Prepare basic curriculum support resources.

KRA 11: Updating College student database records, as required

KRA 12: Maintain confidentiality with private and sensitive student/parent information.

Responsibilities

- Provides coordination support to teachers through rostering and the organisation of the work of a team of aides, including supervision and guidance.
- Conducts routine presentations to parents to assist teachers in communicating objectives and outcomes relating to educational programs and/or students.
- Liaise with external providers of support services.
- Provide medical intervention support that involves a specific medical condition approved by the Department, requires specialised training/instruction that requires regular updating and has clearly defined responsibility for the administration of such support.

Who May Apply

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

EEO AND OHS Commitment

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and

harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

Child Safe Standards

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/childsafestandards.aspx>

Other Information

APPLICATION PROCEDURES:

WMYC does not bind itself to make any appointment whatsoever from applications received.

Applications must include the following:

- * a covering letter;
- * brief statements addressing each of the selection criteria;
- * your resume/CV detailing employment history;
- * names and contact numbers of two professional referees (include current employer/supervisor) who can provide comment on the selection criteria

The time fraction, hours and days worked may be negotiable, depending on College requirements at the time of appointment.

Applications can be lodged on the DET Recruitment Online

Website <http://www.education.vic.gov.au/hrweb/careers/pages/advacssch.aspx> and follow the link to Job Vacancy/Recruitment Online OR Three copies of your application could be forwarded directly to:

Mr. G. Hodge,

Assistant Principal,

Wodonga Middle Years College
PO Box 1263,
Wodonga 3689