



POSITION DESCRIPTION

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| Position: | Teacher Assistant (Junior School or Middle Years) |
| Department: | Individual Learning |
| Reports to: | Direct of Individual Learning |
| Commencement: | Term 1 2023, |
| Schedule: | 12 Months Fixed Term, FTE0.8 |
| PD Updated: | November 2022 |

Ruyton Girls' School is a forward-thinking independent K – 12 school with a long tradition of academic success and co-curricular achievement. Our focus is on preparing girls for a lifetime of learning, leadership and engagement in our global community. We are committed to child safety and have zero tolerance of child abuse.

POSITION SUMMARY

We are seeking a suitably qualified and experienced Teaching Assistant.

The Teaching Assistant works collaboratively with individual students with specific learning needs, reporting to the Head of School and responsible to the Principal.

There are currently two position available.

- Junior School Teaching Assistant – Prep OR
- Middle Years Teaching Assistant – Years 5 - 8

RESPONSIBILITIES AND DUTIES

Ruyton has a responsive organisational culture and, as such, this role may be altered to adapt to the evolving needs of the School. The responsibilities of the Teacher Assistant may include but are not limited to:

Duties:

- Assisting in the planning and implementation of the daily learning program under the direction of the teachers
- Assisting in the preparation of materials and the set up of areas and learning experiences
- Contributing ideas to enhance the learning programme
- Recording observations of children through formal assessment and anecdotal information
- Taking an active role in collaborative planning
- Assisting teachers with the supervision of the students at all times
- Attending and participating in staff meetings, which occur during hours of contracted employment, to discuss day to day management, planning and programming
- Attending professional learning activities including compulsory and recommended training programs which may at times, be outside hours of employment.

Essential Criteria

- Ability to develop strong, positive relationships with all stakeholders
- Expertise and experience as a Teaching Assistant
- Ability to develop and implement programmes that extend and cater to the needs of all students
- Demonstrated practice of contributing positively to the student wellbeing programme
- Proficiency in managing students and exercising duty of care

RUYTON GIRLS' SCHOOL

12 Selbourne Road Kew 3101
Victoria Australia

Tel + 61 3 9819 2422
Fax + 61 3 9818 4790

ruyton@ruyton.vic.edu.au
www.ruyton.vic.edu.au

ABN 86 004 162 261
CRICOS 00336J

- A willingness to adapt according to the needs of the students
- Demonstrated ability to work independently and under supervision within a collaborative team environment
- ICT skills and experience.

Personal Qualities

- Well organised and flexible
- Possess and encourage a growth mindset
- Patient, compassionate and relationship-oriented
- Strong communication and time management skills
- Ability to work well with others and to demonstrate initiative
- Enthusiastic and conscientious
- Committed to continual personal and professional growth
- Professional presentation and manner
- Balanced approach to life
- Ability to maintain confidentiality.

KEY WORKING RELATIONSHIPS

- Classroom Teacher
- Middle Years Coordinator
- Deputy Head of Junior School
- Head of Junior School
- Deputy Principal, Head of Senior School
- Responsible to Principal.

QUALIFICATIONS, SKILLS AND EXPERIENCE

Qualifications and Training

- Holding and continuing to hold at all times during your employment a current WWC clearance
- Relevant teacher aide/assistant qualifications and/or experience
- Hold and maintain Apply First Aid HLTAID003 (or an equivalent qualification) and Anaphylaxis Training
- Child Safety Training, including Mandatory Reporting provided by the School with our provider CompliSpace.

Personal Qualities

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- Possess and encourage a growth mindset
- Patient, compassionate and relationship-oriented
- Strong communication and time management skills
- Ability to work well with others and to demonstrate initiative
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EXPECTATIONS OF STAFF

Ruyton staff members are expected to maintain professional and responsible attitudes, and to communicate respectfully and effectively.

- Treat each other with courtesy and respect
- Respect the right of each person to learn/work without disruption
- Accept responsibility for their own progress and development
- Accept responsibility for maintaining safe, clean, and pleasant surroundings
- Demonstrate self-respect and uphold Ruyton's reputation through their appearance and actions
- Understand and abide by all child safe principles
- Notify responsible staff promptly of any occupational, health and safety issue/s which compromise the aim of maintaining a safe school environment
- Support the vision, ethos, and culture of the school
- Contribute to and support the strategic directions of the school
- Adhere to the schools policies
- Obey the law.

TO APPLY

Applications should be emailed to Ms Linda Douglas, Principal, recruitment@ruyton.vic.edu.au by **midday Wednesday 30 November 2022**. No hard copies please.

Please specify in your Cover Letter in the subject line, what your preference is:

- Junior School Teaching Assistant – Prep OR
- Middle Years Teaching Assistant – Years 5-8

Enquiries should be directed to HR, recruitment@ruyton.vic.edu.au

RUYTON COMMITMENT TO CHILD SAFETY

Ruyton is committed to ensuring a Child Safe environment, in which all our children and young people feel included, empowered, respected, valued, and safe. As part of our ongoing commitment to child safety and wellbeing, we ensure all staff, volunteers and contractors understand and adhere to our Child Safe program, including Child Safe polices and ongoing Child Safe training. Our recruitment processes place people that support and reflect our Child Safe and wellbeing values with the right qualifications and knowledge. Ruyton has a zero tolerance for child abuse, and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures. Please refer to our school website to read our polices <https://www.ruyton.vic.edu.au/our-school/policies/>.

This position description summarises the essential responsibilities, activities, qualifications, and skills for this position and may be reviewed or modified by the Principal or their delegate, in response to the strategic direction of the school and the development of skills and knowledge for this position.

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