



BROUGHTON  
ANGLICAN COLLEGE

Employment

# POSITION PROFILE

**School Assistant - Teaching and  
Learning Development**  
*Permanent Full-time Position*



*Life through Christ.*

*Connect. Create. Celebrate.*



## **SCHOOL ASSISTANT – Teaching and Learning Development** 2022 Academic Year Full-time Position

Broughton Anglican College is the leading Pre Kinder to Year 12 Independent School in the Macarthur region and provides exceptional educational opportunities to more than 1,000 students.

The School Assistant - Teaching and Learning Development would join our Teaching and Learning Development (TALD) Team in supporting students with learning needs by working closely with classroom teachers and other members of the TALD Team.

Experience or training in similar roles would be of benefit, particularly in the area of emotional / behavioral support of students in a Junior School setting. A Certificate IV in Education Support would be required.

The position is a permanent full-time position, commencing in the 2022 academic year. The hours of work are 8.00 am to 4.00 pm Monday to Friday, with ½ hour unpaid lunch break.

The School Assistant – Teaching and Learning Development will work during school term time. They are entitled to four weeks' annual leave, which is to be taken in the December / January vacation period. They will be stood down for the remaining weeks during the school holiday period; however, their salary will be averaged over the year.

As the College is a child safe organisation, the successful candidate will be required to provide their current NSW Working With Children Check number and date of birth so that the College can verify that the candidate is permitted to work in NSW schools

The successful candidate will be required to provide evidence that they are an active member of a Bible-based church.

## Core Values

- A committed Christian who will provide opportunities for students to develop an understanding of the Christian faith and respond to the Gospel of Jesus Christ in adhering to the Christian stance and ethos of the College.
- An active member of a Bible-based church.
- Be supportive of the College's vision of a Christian evangelical comprehensive P-12 College.
- Has exceptional communication and relational skills with adolescents, parents, carers, colleagues and the community.
- Upholds the College's expectations, code of conduct and protocols.

## Core Responsibilities

The School Assistant should:

- actively support the College's Christian Mission, Strategic Plan and Vision Statement.
- engage in professional learning and professional networking
- engage professionally with colleagues, parents, carers and the community
- upholds the College's expectations, code of conduct and protocols.

## The Role

The School Assistant is required to:

- have a good understanding of, and commitment to, the mission and philosophy of the College
- implement planned education programs both within the classroom and in individual or small group withdrawal
- assist students in their learning and development in Mathematics and Literacy
- support students with additional needs and disabilities which require one to one or small group withdrawal
- support students in the learning of responsible behaviour and social skills
- provide assistance and support to teachers and students as required
- communicate progress and issues with students to the supervisor
- implement the College's Student Wellbeing Policy and Program through student wellbeing activities
- encourage positive student engagement through the use of the Student Reward and Merit System
- actively support staff devotions and Bible readings
- actively supports and is involved in cocurricular initiatives
- undertake other duties as directed by the Headmaster.

## Work Health and Safety (WHS)

The School Assistant will:

- have an awareness of matters relating to Work Health and Safety Legislation and its implementation
- undertake appropriate training to ensure safe work practices as required by the College
- take reasonable care for the health and safety of staff and students with whom they work
- cooperate with the College as necessary to ensure the College maintains a safe workplace
- notify the College of any matters of concern to ensure that it maintains a safe workplace.
- be aware of College protocols and procedures relating to WHS.

## Details of Employment

- This position is responsible directly to the Head of the Junior School via the Assistant Head of the Junior School.
- This position is also responsible to the Headmaster.
- This is a permanent position - 38 hours per week.
- The hours are 8.00 am to 4.00 pm with ½ hour unpaid lunch break.
- The successful candidate will be paid at the rate for School Assistant - Level 3 under the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017. The College will pay your salary in equal fortnightly instalments by electronic funds transfer into your nominated bank or building society account after deduction of all taxes and levies.
- As detailed in their Award, they will be stood down for the remaining weeks during the school holidays; however, their salary will be averaged over the full year.
- The School Assistant position is subject to a Professional Performance Review annually, including twice yearly observations by the Head of Information Services.