

Teaching Assistant

Role Description

The Teaching Assistant at Emmaus Christian School supports the delivery of high-quality, Christ-centred education by assisting teachers and students in a nurturing and inclusive learning environment. The role involves classroom support, pastoral care, and administrative assistance contributing to the spiritual, academic and social development of students in alignment with the school's Christian ethos.

Teaching Assistants report to the Inclusion Support Coordinator. This is a part-time position (Monday – Friday, 8:45am – 3:15pm), during school terms and an additional three pupil vacation weeks with 4 weeks annual leave.

Key Responsibilities

Classroom and Student Support

- ❖ Assist teachers in preparing and organising learning materials and activities.
- ❖ Provide one-on-one and small group support in literacy, numeracy, and other subjects.
- ❖ Support students with diverse learning needs, including those with Individualised Education Plans (IEPs). As well as those who require extension in literacy, numeracy, and other subjects.
- ❖ Work collaboratively with the classroom teacher to support the whole class.
- ❖ Supervise students in various settings including classrooms, playgrounds, excursions, interest groups and carnivals under the supervision/direction of a teacher.
- ❖ Provide feedback to teachers regarding student concerns (understanding that teachers handle conflict resolution and parent communication).
- ❖ Support behaviour management strategies and classroom procedures as directed.
- ❖ Support the pastoral wellbeing of students through respectful and empathetic engagement.
- ❖ Provide basic first aid and support healthcare plans (with appropriate training).
- ❖ Follow WHS protocols and ensure student safety in all environments.
- ❖ Maintain accurate anecdotal records of student progress and behaviour.
- ❖ Assist with clerical tasks such as photocopying, filing, and resource setup/pack-up.
- ❖ Assist with personal care tasks of students such as mobility, meals, toileting and dressing where required.



Team & School Culture

- ❖ Work collaboratively with the Teaching Assistant and Teaching Team and wider staff to ensure efficient and effective service delivery.
- ❖ Demonstrate a caring and professional approach, reflecting the values and ethos of Emmaus in all interactions.
- ❖ Participate in staff meetings, professional learning and school community activities as required.

Christian Commitment

- ❖ Model Christ-like character and values in personal and professional life.
- ❖ Support the school's mission: to provide a Christ-centred, biblically grounded, and academically rigorous education that enables students to grow in wisdom and character, to the glory of God.
- ❖ Participate in devotions, prayer, and other expressions of the school's Christian community.

Selection Criteria

Essential

- ❖ Excellent professional communication skills when engaging with students, families and colleagues.
- ❖ Highly organised with the ability to manage multiple priorities effectively.
- ❖ Able to work well both independently and in partnership with others, fostering positive and cooperative team relationships.
- ❖ Proficient use of Microsoft applications, including Word, Excel, Outlook and Teams.
- ❖ Proven ability to handle confidential and sensitive information with integrity, discretion and a commitment to Biblical, professional, and safeguarding standards.
- ❖ A current (or ability to obtain prior to commencement) Working with Vulnerable People (WWVP) registration.
- ❖ Active membership of an evangelical Christian church and wholehearted support of the school's Christian mission and values.

Desirable

- ❖ Current First Aid and CPR certification, or a willingness to obtain and maintain these qualifications.
- ❖ Certificate III or IV in Education Support (or willingness to obtain) or studying in a relevant field i.e. teaching.
- ❖ Experience working in a school learning environment.