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<b>Position Title:</b>	<b>Prep Classroom Assistant</b>
<b>Prepared:</b>	<b>November 2021</b>
<b>Reports to:</b>	<b>Head of Junior School</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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### Position Purpose

The position of Prep Classroom Assistant is to assist prep students in their transition to the school environment. The Prep Classroom Assistant provides support to students in both the classroom, specialist lessons and in the playground. They also provide support to the prep classroom teacher.

### Position Status

The position is a fixed term full-time term time position. That is, access to all staff non-attendance days (term breaks) with four weeks annual leave included as part of the term breaks.

The role commences Monday 24 January and ends Thursday 15 December 2022.

Hours in term time are 8.00am to 4.00pm.

### Reporting Relationships

The Prep Classroom Assistant reports to the prep classroom teacher in the first instance and then to the Head of Junior School, and ultimately to the Principal.

### Duties & Essential Job Functions

The Prep Classroom Assistant provides support to prep students in their transition to school under the direction of the prep classroom teacher. Duties may include, but are not limited to:

- Providing practical support to students, assisting with establishment of routines, and transitioning to school
- Supporting learning generally, by either 'floating' and acting as additional support during class activities or by working with specific groups of students
- Completing routine administrative tasks and assisting with the presentation of the environment, including organisation of materials and preparation for lessons
- Assisting in displaying pupils' work
- Supporting students beyond the classroom e.g. specialist lessons, special events and during recess and lunchtimes
- An ability to relate to and enjoy working with primary aged school students
- Any other tasks as deemed appropriate.

## Qualifications and Experience

It is a condition of employment that all staff provide a current Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

For Teachers at the College, a tertiary qualification in Education is required as a minimum.

For General Staff at the College, appropriate qualifications or experience for the specific role is a requirement.

## Child Safe Responsibilities and Requirements

St Leonard's College has zero tolerance for child abuse.

St Leonard's College is committed to the safety and wellbeing of our students.

All employees are required to have a positive history of working with children, and be able to demonstrate their suitability, experience and attributes in relation to child safety.

Prior to commencing employment information will be collected in order to establish suitability for child-connected work as defined in Ministerial Order 870.

Everyone working at St Leonard's College is responsible for the care and protection of the children and young people within our care and reporting of information about suspected child abuse. This includes not only a strong belief but also a legal requirement to comply with the child safety and protection obligations under Ministerial Order No. 870, and a strong commitment to be actively engaged in the College's child safe culture.

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Be responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk, and will be required to read and formally acknowledge their acceptance of the school's Code of Conduct for staff
- Take all reasonable steps to protect children from abuse
- Report any reasonable belief that a child's safety is at risk to the Principal or delegate
- Teachers, nurses and psychologists fulfil their obligations as mandatory reporters
- Report any suspicion that a child's safety may be at risk to their supervisor (or, if their supervisor is involved in the suspicion, to the Principal or delegate)
- Promote the cultural safety, participation and empowerment of Aboriginal and Torres Strait Islander children
- Promote the safety, participation and empowerment of children with culturally and/or linguistically diverse backgrounds
- Promote the safety, participation and empowerment of children with a disability
- Provide an environment that is supportive of all children's emotional and physical safety

## General Responsibilities

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

This position is covered by the conditions stipulated in the *St Leonard's College Agreement 2020*, and any subsequent Agreement.

It is a condition of employment that all employees are compliant with COVID-19 Mandatory Vaccination (Specified Facilities) Directions and any subsequent vaccination directions.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health, Safety and Wellbeing
  - will not tolerate harassment of any kind.

- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students)
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College: trust, respect and support
  - Accountability – we do our work with honesty, integrity and enthusiasm
  - Performance – we perform to the best of our ability
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.