

POSITION DESCRIPTION

Position Description: Employee Assisting Student Learning – Homework Club Assistant

Status: Part-time/Term-time

Reports to: Deputy Principal – Teaching and Learning

Date: February 2021

Classification: School Officer Level 3

Purpose of Position:

Provide supervision and general support services to students learning either individually or in groups.

Key Characteristics:

Skills:

- Communicates effectively with students, staff and parents in a timely manner and in a way that upholds the dignity of the individual and contributes to the Mission of the College
- Demonstrates a capacity for self-organisation and initiative and an ability to respond and adapt while operating in an environment which is often demanding and busy
- Demonstrates tolerance and patience, and a capacity to develop positive working relationships with staff and students
- Applies knowledge with some depth in some areas and utilises a broad range of skills.
- Demonstrates an ability to complete a range of tasks in a variety of contexts with some complexity in the extent of actions required
- Some discretion and judgement are involved in selection of equipment, work organisation, actions and achieving outcomes within time constraints.

Qualifications:

- Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required.
- A current First-Aid certificate would be viewed favourably.

Supervision:

- Work will be carried out under limited supervision of Deputy Principal – Teaching and Learning
- Work may be checked in relation to overall progress

Supervision of Others:

- Team coordination may be required
- Peer assistance may be provided to others, including Teachers and Library Assistants

Typical Duties:

Typical duties may include, but are not limited to:

- Manage student attendance through registration (sign in and out) procedures
- Manage and uphold positive and productive working environments, including appropriate behaviour management of students
- Assist students to develop and maintain effective study routines, both individually and in small groups using discretion and judgement
- Provide feedback to students on study routines
- Provide clarification to students to support understanding of learning and/or assessment tasks
- Provide feedback to Deputy Principal – Teaching and Learning on the progress and challenges of homework and study and behaviour of students
- Liaise with appropriate staff members in relation to the student, for matters of academic or pastoral concern

General Terms of Appointment

- Support of the Catholic ethos of the College.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current Positive Notice (Blue Card) issued by Blue Card services for Child Related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.