

Selection Criteria and Position Description

Position Title: Part Time Student Learning Support Officer (Teacher's Aide)

Terms of Employment: Temporary Position commencing Term 4 2025 until 10 December 2025.

Responsible to: Principal

Applications will be accepted until 3pm Friday 17 October 2025 however suitable applicants will be interviewed as applications are received.

All applications with supporting documents to be emailed to the Principal's Assistant:

janelleclarke@richmond.nsw.edu.au

Essential Criteria:

- Relevant qualification in education support.
- Active participation in a local church and commitment to the Christian Faith.
- Commitment to Christian education.
- Highly developed written and verbal communication skills.
- Understanding of relevant child protection legislation.
- Current Working with Children Check clearance.
- Current First Aid Certificate.

Selection Criteria:

- Demonstrated excellence in providing learning support.
- Demonstrated commitment to collaboration and teamwork.
- Demonstrated commitment to ongoing professional development.

Personal Attributes

- Consistently displays a love for Jesus and others.
- Values initiative and flexibility.
- Consistently displays integrity, humility and wisdom.

Position Description**Temporary Part Time Student Learning Support Officer (Teacher's Aide)**

Mon/Tue/Wed 8am – 3pm

Position Objective

To deliver high quality educational outcomes in accordance with the College's mission and Ballina Christian Education Association Ltd vision and objectives.

Vision Statement

A Christ centred learning community exploring and impacting God's world.

Mission Statement

To assist parents in the nurture of their children, by providing a Christ-centred, biblically grounded, academically rigorous and culturally relevant education that instils a sense of identity, purpose and hope in students that equips them to live for God's glory.

Schedule of Duties

- Support student's learning at the direction of the Learning Support Teacher, Head of School and other teaching staff.
- Assist teachers in preparation and implementation of learning activities.
- Promote and protect the Christian ethos and culture of the College.
- Participate as a member of the team to support the overall goals and objectives of the College.
- Promote a learning environment that maximises outcomes for individual students.
- Ensure that legislative requirements are achieved through the reporting of incidents and compliance with Work Health and Safety and Child Protection legislation.
- Provide personal assistance with student mobility, personal hygiene eg toileting and changing nappies and administration of medication as required.
- Participate in promotional events and evenings for the College.
- Participate in roster requirements and other administrative functions.
- Participate in formal and informal professional development courses during non-term time.
- Undertake training in Christian education.
- Represent the College in a manner that is consistent with the aims and objectives of the Ballina Christian Education Association Ltd.
- Complete allocated tasks on time and to the expected standards
- Be prompt in carrying out directives given by supervisor.
- Comply with relevant legislative responsibilities.

Performance Appraisal

A Performance Appraisal will be conducted annually against Key Performance Objectives based on the Selection Criteria.

*** This description presents the major responsibilities required for this job title. The position may require the performance of additional duties as assigned. ***