

# **Berengarra School**

## **Position Description**



### **Education Support/Teaching Assistant**

#### **Full Time**

#### **About Berengarra School**

Berengarra School is an independent, not-for-profit, co-educational secondary school for students who have had significant difficulties in mainstream educational settings. All students who attend Berengarra School have social and/or emotional disability that have contributed to their difficulties remaining engaged in education. Berengarra School offers innovative programs to engage these young people and meet their individual needs in a stimulating, non-judgmental learning environment delivered by specialist staff.

Berengarra School believes in respect and empathy for all members of our community and that all young people have the right to an education in a caring, supportive environment that can meet their individual needs. Berengarra School seeks to provide each student with a "Chance for Change".

Berengarra School consists of the Box Hill Campus with 50 year 5-10 students and the Pathways Campus with 30 year 10-12 students where foundation and intermediate Victorian Certificate of Applied Learning (VCAL) is delivered.

#### **Child Safety**

Berengarra School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all **Child Safety Standards as specified in Ministerial Order No. 870 (2015)**. All Berengarra School staff are required to sign a Code of Conduct in relation to their safe involvement with children. Please see our website for a copy of our Child Safe Policy.

#### **The Role**

The Teaching Assistant works as part of a teaching team which identifies and meets the individual needs of students. This role assists teaching staff in creating and maintaining a safe, stimulating, and supportive learning environment.

#### **Key Responsibilities**

Day to day responsibilities will include:

- Work cooperatively under the direction of teaching staff to support effective student engagement in learning in groups and 1:1 with students
- Assist in the preparation of lessons, resources and equipment under the direction of teaching staff

- Utilise creative, trauma-informed strategies to engage students in learning who have social/emotional disabilities, learning disabilities and challenging behaviours
- Assist with excursions and off-site activities as directed including effective supervision of students including driving a school bus when required
- Manage student behaviour under the direction of teaching staff and in accordance with school policies, procedures and practices
- Assist casual relief teachers with the routine of the classroom, disciplinary procedures, location of curriculum materials etc.
- Assist teaching staff with the supervision and engagement of students during recess and lunch breaks as directed
- Maintain a calm, respectful and positive communication style with students, parents and other staff
- Be open to learning about and developing skills in working with students who present with a variety of needs including attending internal and external professional development when required
- Displaying students' work, posters, photographs etc. and contributing to making learning spaces attractive and engaging
- Assist with keeping resource materials in order in classrooms and specialist areas
- Ensuring that learning spaces are clean, tidy and ready for activities
- When not required for classroom duties undertake work that aids the running of the school as directed
- Oversee the delivery of student lunch and breakfast programs which may include planning, shopping, food preparation and clean-up on a daily basis.
- Participate in daily staff briefings and debriefings to ensure the efficient running of the school and that student needs are being met
- Participation at weekly staff meetings and curriculum meetings as directed
- Other duties as directed

### **Key Selection Criteria**

- Highly developed communication skills
- Demonstrated capacity to think and work creatively to engage students in learning
- Enthusiasm and a strong energy base for working with challenging adolescents
- Demonstrated capacity to work autonomously and as part of a team
- An open, accepting, caring and non-judgmental approach to work
- Willingness to be flexible with duties is essential

### **Essential**

- Current full Victorian Drivers' License
- Current Working with Children Check
- National Police Check
- Current First Aid qualification

### **Desirable**

- Qualifications in Education Support, Youth Work, or similar
- Demonstrated experience in working effectively with adolescents, particularly with challenging behaviour, mental health issues and social/emotional disability

- Experience with or knowledge of Social and Emotional Disability and Trauma-informed Education

**This position description is an overview of the duties and responsibilities of the role and does not represent the entirety of this position. The school reserves the right to vary this position description to meet the changing needs of the School.**