

# THE ROLE



## Junior School Learning Support Teacher's Aide

<b>Position Title</b>	Teacher's Aide (Prep - 6)
<b>Level</b>	Classroom Support Services Level 3.1
<b>Commencement Date</b>	Term 3 2025
<b>Hours</b>	Permanent Part-time (65hrs)

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the growing southwest of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – Growing and Nurturing Excellence in Learning, Wisdom and Service.

The College is seeking to employ a skilled teacher's aide who can assist teachers in our Junior School. The core responsibilities involve supporting students in their learning and preparing resources. The successful applicant will be appropriately qualified and ready to work within a professional and cohesive team.

### Key Selection Criteria

The successful applicant for the above position must be able to provide evidence to support the following criteria:

- Strong personal Christian faith and be a regular and practising member of a Bible-based Christian Church.
- Excellent organisational skills and ability to efficiently prepare classroom resources as directed by the classroom teacher.
- Provide effective support for students and undertake training as required to meet the needs of students in the class.
- Strong communication and interpersonal skills, critical analysis and problem-solving skills when interacting with parents and staff.
- Ability to be flexible, take initiative and work collaboratively in a team.

### Qualifications

- Certificate III relevant to position

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## Applications should include:

- Cover application letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining experience relevant to the position
- Written response addressing the Key Selection Criteria in a maximum of 2 pages
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child-safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero-tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

**CLOSING DATE FOR APPLICATIONS: Friday 27 June 2025**

**Please note applicants will be considered for interview upon receipt of application.  
Appointments may be decided before the closing date.**

Please forward your application to [employment@thac.nsw.edu.au](mailto:employment@thac.nsw.edu.au)  
Attention: Cathie Graydon - Director of Staff Services

Please visit our [website](#) for a full role description.

# ROLE DESCRIPTION



## Learning Support Teacher's Aide (Junior School)

### Primary Purpose:

The Learning Support Teacher's Aide will work with Junior School students and teachers to improve literacy and learning.

### Accountable to:

The Principal through the Deputy Principal/Head of Junior School Learning and Coordinator of Learning Support Program – Years P-6.

### Directly reports to:

Coordinator of Learning Support – P-6

### Relates to:

1. Coordinator of Learning Support Program
2. Teaching Staff
3. Teachers' Assistants
4. Junior School students

### Major Responsibilities

The Learning Support Teacher's Aide may be called upon to assist with the following Learning Support duties:

- Provide Learning Support for targeted students in a specific grade and operating as part of that team. This involves working with the classroom teacher or Learning Support teacher who makes adjustments to learning in the classroom and collaborating with class teachers to provide in-class support for individuals or targeted groups of students. Withdraw students for targeted support when necessary.
- Work as part of the Learning Support Team as directed by the Coordinator of Learning Support, including participation in Professional Development courses and College/Learning Support Staff Meetings.
- Communicate to the Classroom Teacher/Learning Support Teacher regarding student welfare, behaviour, strengths, or concerns.
- Assist students with special needs in movement around College and organisation of materials when required.
- Assist with MultiLit as a tutor with individual students or MiniLit with a group of students.
- Maintain student folders and recording achievements and preparing emails for the Coordinator of Learning Support to send to parents with progress reports.
- General clerical assistance when needed, including the preparation of resources and support with copying, and setting up materials as directed by the classroom teacher.

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- Perform any duties as is required by the Principal or her nominees from time to time.

## **The Learning Support Teacher's Aide is expected to be present at:**

- all mandatory College events,
- all mandatory professional development activities
- fulfil playground duties when required

*This role description is underpinned by the College Policies, Procedures and Guidelines*