

- Location :** THE HILLS MONTESSORI SCHOOL
- Position Title:** School Assistant Primary School – Classroom Support
Cycle 1 – 5 & 6 year olds
- Appointment:** 12 month contract *with the possibility of permanency*
1st February 2018 – 14th December 2018
- Fraction of Time:** 20 hours per week
Monday, Tuesday, Wednesday and Friday 9:15 am. – 3:15 pm (*one hour lunch break*)
- Payment:** As per current Enterprise Agreement and School Assistants (*Non Government Schools*) Award conditions
- Position context:** The Hills Montessori School is a small, independent, non-sectarian, community school in the Adelaide Hills, which caters for students from birth to Year 10. The Infant Program, Preschool and Primary Programs are located at Yultiwirra campus in Aldgate and the Middle School is based at Wairoa campus in Stirling.

Desired Outcomes:

- ◆ The classroom teacher is supported in providing a quality education for students based upon Montessori principles
- ◆ Students benefit from positively interacting with a trusted adult
- ◆ Students at Risk will be supported through the implementation of negotiated programs
- ◆ Quality working relationships are established with staff, students, parents and members of the wider community

Reporting/Working Relationships:

- Directly responsible to the Principal.
- Liaise closely with Cycle 1 teachers in relation to students in their care.
- Liaise with Learning Support teacher.

Special Conditions:

- Some out of hours work and extra curricula duties are required

Information:

- Expressions of interest due by 17th November 2017
- Email application to reception@montessori.sa.edu.au
- Please nominate 2 referees who can provide information relevant to position advertised
- Person specification and role description attached.

Appointment of successful applicant will be subject to a satisfactory DCSI working with children criminal history check

Person Specification:

Personal Skills and Abilities

- ◆ High order inter-personal skills
- ◆ Ability to maintain confidentiality

Essential Experience:

- ◆ Proven experience in working effectively with groups of children aged 5-6 years
- ◆ Proven ability to work collaboratively as a member of a team

Required Knowledge:

- ◆ Sound understanding of child development in particular children aged 5-6 years
- ◆ Basic understanding of Montessori approach to learning and willingness to learn about curriculum needs

Desirable Knowledge

- ◆ Understanding the needs of children who experience difficulty with learning
- ◆ Understanding the needs of children aged 5-6 years

Qualifications:

Essential:

- ◆ First Aid for Centres and Schools
- ◆ Training in Reporting Abuse & Neglect

Desirable:

- ◆ Approved Certificate III level qualification or higher qualification
- ◆ Accredited Montessori Qualifications

Role Description:

- ◆ To carry out duties as requested by Principal and delegated to Cycle 1 classroom teachers.
- ◆ Support the Cycle 1 classroom teachers with implementing teaching strategies and with classroom management requirements.
- ◆ Supervise Cycle 1 students individually and in small groups.
- ◆ Support students with disabilities and special learning needs in their classroom work.
- ◆ Attend staff meetings or other school functions when required by the Principal
- ◆ Act in accordance with the staff Code of Conduct and school policies and procedures

For a more detailed role description see below.

PRIMARY SCHOOL ASSISTANT DUTIES

The Primary School Assistant will carry out the duties requested by the classroom teacher & the Principal. Some of these duties may include:

When working with students:

- Demonstrate duty of care to all students undertaking the responsibility for the safety and wellbeing of students.
- Provide a safe and nurturing environment which:
 - is free from harassment & discrimination
 - fosters respect and valuing of differences
 - assists students to accept responsibility for their own behaviour and achieve self-control.
- Develop and foster positive relationships with, and between, students.
- Implement the School Safe Environment (*Behaviour Management*) policy and procedures utilising positive intervention and restorative practices.
- Resolve conflict between children &/or assist children to resolve conflict.
- Encourage students to respect private and school property.
- Implement Montessori principles when dealing/working with students.
- Administer first aid to students if required.

When working with Students at Risk:

- Work with children in small groups or 1:1 basis
- Develop a positive learning relationship with Students at Risk
- Build an understanding of each child's unique social, emotional and intellectual needs
- Ensure that the dignity of each child is maintained
- Implement negotiated programs for Students at Risk
- Support students with special needs in their classroom work
- Discuss development of children & feed back relevant information to teacher and Learning Support teacher
- Discuss the effectiveness of strategies utilised in the implementation of the support program with the teacher and Learning Support teacher
- Maintain individual records in conjunction with teacher and Learning Support teacher
- Observe students, provide feedback & discuss with teacher and Learning Support teacher

When working within the school:

- Work collaboratively with colleagues.
- Share ideas and resources.
- Observe and maintain the culture of the classroom.
- Use initiative to appropriately manage work loads with students in the classroom.
- Support and implement the school values, Mission and Vision.
- Implement school policies and procedures.
- Attend meetings and school functions as deemed necessary by the Principal.
- Demonstrate a commitment to own personal and professional growth.
- Maintain confidences, contribute equitably to school operations and act in a loyal manner.
- Act and dress in a manner which reflects the ethos of the school and complies with the school's Code of Conduct.
- Understand and comply with relevant legislative, administrative, organisational and professional requirements.
- Promote the school and the understanding of Montessori education to parents and professional and community networks.
- Any other duties that may be directed by the Principal