Position Description

Position: Teacher Aide VCAL

Reports to: Applied Learning Coordinator and Business Manager.

Supports: VCAL Team and VCAL students

Mission

Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accordance with the mission of the College as part of the Catholic Church.

Job Scope

The VCAL Teacher Aide works to maximize the effectiveness of the VCAL program in classrooms, through the support of the relevant staff and activities.

The primary focus of the VCAL Teacher Aide would be partnering with classroom teachers to successfully integrate effective strategies in order to differentiate and enhance student learning in the VCAL Program.

Job Specification

The Teacher Aide VCAL will perform duties as directed, including:

- Supporting teachers in the development and implementation of VCAL curriculum to meet specific needs related to the VCAL program
- Planning regularly with classroom and resource teachers.
- Being informed and able to reference curriculum across grade levels.
- Providing support in classes, in one to one or small groups and larger workshops.
- Providing classroom support for students incorporating ICT into their learning.
• Assisting VCAL students on an individual or group basis in specific learning areas or in withdrawal situations.
• Assisting with supervision on excursions or other outdoor activities as directed.
• Assisting with the communication between relevant students and teachers particularly in class.
• Participating in team meetings.
• Assist in the preparation of equipment and materials for classes as required.
• Liaising with teachers/staff in relation to curriculum delivery for students with special needs.
• Attending appropriate professional development or training programs and relevant subject meetings.
• Assisting with the supervision and development of projects for VCAL students – this may involve working with students in the workshop on practical activities or projects.
• Contributing information about students for PSG meetings as appropriate.
• Carry out other duties as directed by the Principal from time to time.

Organisational Relationships

The Teacher Aide VCAL position has the following internal and external relationships.

Reports to: Applied Learning Coordinator and Business Manager.

Supervises: Nil

Internal liaisons: Students, VCAL team, teachers and other staff.

External liaisons: Parents.

Key Selection Criteria

• Demonstrate a high level of understanding of the Catholic ethos of the College and the ability to transform this into practice.
• Demonstrate the capacity to relate to students, including students with special needs.
• Demonstrate the capacity and willingness to learn a variety of administrative skills and procedures.
• Well-developed interpersonal skills combined with good verbal and written skill ensuring the ability to work effectively with people at all levels.
• Display an understanding of how students learn in a practical environment with a focus on applied learning.
• Have the ability to work independently and within a team, displaying appropriate judgment and flexibility.
• Demonstrate computer skills with a good knowledge in Windows, MS-Word and MS-Excel.
• Effective time management & organisational skills combined with the ability to prioritise workload.

Acknowledgement:
I have read and understand the requirements of the role, responsibilities and accountabilities as outlined within this Position Description.

Employee: Signature: Date:

Manager: Signature: Date: