Position Description

Position: Trainee Integration Aide

Reports to: Special Education Co-ordinator

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 role of a Trainee Integration Aide at Nagle College is Traineeship position, as defined in the Educational Services (Schools) General Staff Award 2010 and attracts the conditions of that position. The duties are mainly associated with those listed in the job specification and require commitment by the successful applicant to learn all tasks within an acceptable timeframe with training on the job and from external training providers.

While Nagle College Trainees are usually assigned specific functional roles in the school they are required to work within a team, liaise with one another, be flexible and support each other in their work where and when required.

The Integration Aide assists the teaching staff in providing educational programs to students and working directly with students in a variety of educational environments.

Job Specification

- Assist special needs and other students on an individual or group basis in specific learning areas or in withdrawal situations.
- Assist with supervision on excursions or other outdoor activities as directed.
- Assist with the communication between students and teachers particularly the interpretation of instruction.
- Assist in the preparation of equipment and materials for classes as required.
- Liaise with teachers/staff in relation to curriculum requirements.
- Assist with the clerical duties associated with normal classroom activities.
- Attend appropriate professional development or training programs and relevant subject and team meetings.
• Assist with photocopying and administration duties.
• Carry out other duties as directed by the Principal from time to time.

Organisational Relationships

The Trainee Integration Aide position has the following internal and external relationships.

Reports to: Special Education Co-ordinator.

Supervises: Nil

Internal liaisons: Students, Special Education 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 a range of disabilities.
• Demonstrate the capacity and willingness to learn a variety of administrative skills and procedures.
• Good communication skills and the ability to work harmoniously with teachers and other team members.
• Sound Literacy and Numeracy skills.
• Have the ability to work independently and within a team, displaying appropriate judgment and flexibility.
• Good computer skills with a good knowledge in Windows, MS-Word and MS-Excel.
• Have ability to take instructions and manage time.