



KINROSS WOLAROI
— SCHOOL —

Teacher's Aide

Candidate Information Pack

Closing Date: 24 February 2019

February 2019



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational Independent School of the Uniting Church. The School has a strong history of excellent academic results along with a diverse co-curricular program. Kinross Wolaroi School is a non-selective school with over 1100 students (including 330 boarders in Years 7 to 12), located in the NSW central tablelands in the city of Orange. The School has a proud tradition of educating young people in an environment where ideals are based solidly on friendship, spirituality, the security of family values, hard work and the pursuit of excellence to the very best of one's ability. The School offers the unique opportunity for co-educational learning with separate boarding sites for boys and girls. Students are provided with a holistic education with a varied curriculum to meet the diverse needs of our students.

The School has two main campuses. The main campus, called Wolaroi, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called PLC, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in the Early Childhood Centre and in classes from Kindergarten to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

Further Information

For more information on the organisation, please visit www.kws.nsw.edu.au. Among other information, on the home page can be found a helpful 'pictorial tour' and also a video, 'Every story has a beginning', which provides a good insight into the School. There are also a number of videos showcasing the School at this link <https://vimeo.com/kinrosswolaroischool>



Position Objectives and Responsibilities

The Teacher's Aide assists the Learning Support Department to identify, resource and implement appropriate academic and co-curricular adjustments and classroom strategies to meet the learning needs of students. The primary goal of the TA is to ensure that students with a disability are academically engaged and have the opportunity to enjoy all aspects of schooling life.

The Teacher's Aide is responsible for day-to-day administrative tasks within the Department, and works alongside teachers to ensure that they are supported in their role. The TA meets with individual students for targeted literacy and numeracy programs.

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Student support	<ul style="list-style-type: none">• Assist in the conducting of routine assessments to identify students with learning needs• Work 1:1 with targeted students• Work with small groups of students• Conduct regular visits to classrooms to support staff and assist individual students• Assist students with literacy and numeracy needs• Assist students with study and organisational needs
Administration	<ul style="list-style-type: none">• Assist in the administrative functions of the Department, including updating the School database, tracking student data, creating student files and the like
General	<ul style="list-style-type: none">• Promote literacy and numeracy skill development within the school• Contribute to the Learning Support Department with professional dialogue relating to best practice regarding student support services
Other duties	Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the Business Manager

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately *responsible* to the Principal. However in relation to this role, for practical purposes these functions are delegated to the Business Manager. For day-to-day operational matters the position will be *responsive* to the directions of the Learning Support Coordinator (the Supervisor).



General Expectations for staff at KWS:

Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees of the School.

Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire.

Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School.

Participate in staff meetings and training when required.

Ensure all students and parents are provided with a quality service in a timely, efficient and friendly manner.

Maintain professional confidentiality concerning information about staff and/or students and their families.

Act as a member of a team, developing and supporting the philosophy and ethos of the team.

Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Working with Children (Criminal Record Checking)

The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment.

Workplace Health & Safety

Be informed of WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).

Observe Kinross Wolaroi School WHS Protocol.

Identify WHS information and training needs for self.

Be involved in WHS projects according to priorities set by consultative processes and management direction.

Comply with WHS initiatives as directed and agreed with management and consultative processes.

Comply with safe work procedures as instructed by supervisor or manager.

Comply with legal and reasonable instructions from employer representatives.

Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



Selection Criteria

Personal Qualities

Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.

Cheerful disposition.

Ability to remain calm under pressure.

Willingness to support the mission and values of KWS.

Demonstrate a high degree of discretion, initiative and personal organisation.

Essential Criteria

Qualifications as a Teacher's Aide, Education Support or equivalent with experience working with a diverse range of needs

Energy, enthusiasm and a passion for assisting students with learning

Effective time management skills with good oral and written communication skills

Collaborative and willing to work with and support teaching staff

An understanding of key child protection regulations, WH&S issues and relevant discrimination legislation such as Disability Standards for Education 2005 (Cth)

Understanding of key issues affecting students with learning needs including privacy laws, socio-emotional needs such as anxiety and self-esteem, and understands the role of parents and key health professionals as significant stakeholders

A working knowledge and experience dealing with a range of additional learning needs including intellectual and physical disability, behavioural disturbances, Autism Spectrum Disorder, ADD/ADHD, poor literacy/numeracy skills, poor health and mental illness, or a willingness to gain this experience

Worked or willing to work with Indigenous students

Appointment Conditions

There are two Teacher's Aid positions available.

The role in the Senior School is an ongoing part-time position working 38 hours (five days) per week during term time.

The role in the Preparatory School is an ongoing part-time position working 22.8 hours (three days) per week during term time.

Employment will be offered on a subject to a period of probation, defined as six months in accordance with the *Fair Work Act 2009 (Cth)*.



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The terms of employment are governed by the *Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2017 (MEA)* as it applies from time to time, or any industrial instrument that replaces the MEA

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.

Application

To make a confidential enquiry about the position, please contact Kate Kenny, Human Resources Manager on 02 6392 0351 or kkenny@kws.nsw.edu.au

Before submitting your application please ensure that you have:

- Carefully reviewed the position description and ensure that you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- Your cover letter is the School's first opportunity to assess your suitability for the position. Your letter should provide insight into not only what you have achieved but also who you are.
- Please ensure that you have addressed the Essential Criteria in your Cover letter.
- Ensure that your CV clearly outlines your qualifications (including the institution and the date completed), career history and current contact details.
- You will need to include at least two referees at the end of your CV. Please provide referees names and current positions. Referees will not be contacted without your prior agreement.

Cover letter and CV can be submitted to kkenny@kws.nsw.edu.au

or addressed to

Dr Andrew Parry
Principal
Kinross Wolaroi School
Locked bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.



The Recruitment Process

Below is some information on how the recruitment process works at Kinross Wolaroi School and expected timeframes:

- The position has been advertised using print and digital media.
 - All applicants will receive an acknowledgment of receipt within two working days. If you have not received an acknowledgement, you should contact the School to confirm receipt.
 - The initial shortlisting process will be completed within two weeks of the closing date.
 - First round interviews are scheduled for shortlisted candidates either face-to-face, via telephone or via skype within one month of the closing date.
 - Referee checking of the preferred candidates happens in the week following the second round of interviews. Referees will not be contacted without prior permission.
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