



## Position Description

### Teacher Aide – Enrichment Centre (Learning Support)

#### The School

Hillbrook is a co-educational school of 780 students from Years 7 - 12, established in 1987. The School is growing in size over the next 4 years with up to 900 students by 2024. The School's motto, "In Balance We Grow" underpins life at Hillbrook, which prides itself on its focus on quality teaching and learning and a specialisation in the nurturing of adolescents. We aspire to provide all members of our staff and student body with support in a community environment.

Staff at Hillbrook are encouraged to become involved in the collegial ethos of the school. All applicants would need to be supportive of the core values of Hillbrook.

The School Leadership Team (SLT) comprises the Principal, two Deputy Principals and a Chief Financial Officer (CFO) and a Chief Operations Officer (COO).

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#### Position

**Title:** Teacher Aide – Enrichment Centre (Learning Support)

**Reporting to:** Enrichment Centre Coordinator

**Status:** Term-time 31 hours per week

**Commencing:** Wednesday 27<sup>th</sup> January 2021

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#### Department Overview

Learning Support at Hillbrook is delivered through the Enrichment Centre. The aim of the centre is to facilitate access to the mainstream curriculum for students with additional learning and/or social emotional needs from Years 7 – 12. The Enrichment Centre also provides a safe, comfortable meeting place for all students. Our students are encouraged to adopt a positive growth mindset and staff aim to build capacity not dependency. The team currently consists of a full-time Department Coordinator, a full-time Learning Support Coordinator and two part-time learning support teachers/teacher aides.

#### Responsibilities

- Provide administrative support, as requested, to the Enrichment Centre teachers to help ensure the effective operation of the Enrichment Centre.
- Assist students learning within the classroom, either individually or in small groups. Assistance may be required to help improve organisational skills, literacy skills and numeracy skills.



- Report observations and feedback regarding progress or concerns to the class teacher and Enrichment Centre teachers. Working together helps create the best outcomes for students.
- Students may also require support to understand criteria sheets; assistance with research and note-taking skills; and with planning assignments. The teacher aide will follow up progress until task completion and liaise regularly with teachers and parents.
- Supervise, scribe and/or read for students during exams; and
- Supervise and interact with students in the Enrichment Centre during the lunch hour.

### **Essential Competencies and Qualifications**

- A minimum qualification of a Certificate III in Education Support. Alternatively, knowledge and skills gained from extensive experience in a similar position would be essential.
- The ability to work in a flexible manner.
- The ability to display initiative and work unsupervised.
- The ability to work as an effective team member and to display exceptional interpersonal and organisational skills.
- The willingness to remain up-to-date with relevant literacy and numeracy skills in order to support students to access subject content in Years 7 – 9.

### **Conditions, Entitlements and Benefits:**

- The position is term time, approximately 39 weeks p.a.
- 31 hours per week – 8:20 to 3:20pm, Monday-Thursday and 8:20am -1:20pm on Friday.
- Annual leave of 4 weeks per annum paid on a pro rata basis, including summer holiday leave loading.
- Sick (personal and carers) leave of 2 weeks per annum – accrued on a pro rata basis.
- Employer superannuation of 12.75% is available where staff make voluntary contributions of 5%. Employer super is paid in addition to salary.

### **Application Process:**

In your covering letter please address the following:

- Why you are interested in this position;
- The importance of education/ learning support in schools and
- Your experience dealing with adolescence.

The closing date for applications is the **Wednesday, 11<sup>th</sup> November 2020**.

All applications should be addressed to the Chief Financial Officer and emailed to: [positions@hillbrook.qld.edu.au](mailto:positions@hillbrook.qld.edu.au)

Receipt of application will be acknowledged by email. The Principal reserves the right to fill the position by invitation or to re-advertise the position.

After the closing date, short-listed applicants will be contacted by the school, in order that an interview can be arranged. Only short-listed applicants will be contacted.