

Teacher Aide – Student Support Services
Expression of Interest

Monday – Friday 25hrs per week

Email Application to bsm@moranbahshs.eq.edu.au

Temporary Position for Term 3 and Term 4

About the Role:

Student services is the main hub for student support. Student Services encompasses the attendance, reprographics, attendance, guidance officer and support team location and where students sign in and out for late arrival or early departure.

To be successful in this role you will show initiative, have strong interpersonal skills and have experience in administration support to assist with the effective and efficient management of the Student Services Centre.

The ideal applicant must be highly reliable, have effective time management and attention to detail skills. This role will require an individual with strong communication skills to assist and engage with students and staff in a friendly professional manner on a daily basis.

Tasks include:

- Assist with booking students in and out of support appointments using the Compass application
- Provide support to Heads of Department and Heads of Year in collating student behaviour incident reports and attending to uploading these to Oneschool
- Provide one on one class support to high-risk students
- Assist with support programs (Deadly choices, Rage, etc)
- Manage student uniform loans
- General teacher aide duties required by the school
- Playground duty

Skills & Experience:

- Provide in class support for students with complex backgrounds and behavioural needs as directed by Heads of Department Student Support Services
- Display respect and empathy for student with high complex needs
- Display confidentiality, tact, reliability and sensitivity to students and their families
- Demonstrate strong interpersonal and communication skills
- Show an ability to work within a team and independently.

Applicants are required to:

- Provide a current resume contact details for 2 referees (One being your current supervisor)
- Provide a one-page document outlining who you are and what skills, attributes and experience you could bring to this role
- A copy your blue card or application for blue card must be attached to your application
- The successful applicant will be required to undergo a criminal history check prior to commencement