

POSITION DESCRIPTION

Position:	Integration Aide (Primary or Secondary)
Award:	Girton Grammar Enterprise Agreement 2017-2020 Educational Services (General Staff) Award 2020
Reports to:	Head of Junior/Senior School Inclusive Learning
Term of Position:	Casual and Part time opportunities – School Terms Only

Girton Grammar School in Bendigo has an exciting opportunity for suitably qualified and experienced Integration Aides to work at one of Victoria's top performing schools.

Positions in Junior (P-6) or Senior (7-11) school available.

The successful candidate for this position will work with teaching staff in implementing planned education programs for students.

Purpose of the Position

Assist students in a classroom setting with literacy, numeracy and communication skills under the direction of teaching staff.

A Great Place to Work

Girton Grammar School in Bendigo is a leading independent school from Prep to Year 12 catering for around 1,200 students in an enriching and supportive environment.

With a Junior School campus and separate Senior School campus minutes from the centre of town, this renowned School sits at the heart of the Bendigo community.

The school is proud of its culture of optimism and commitment in both students and staff, translating to personal growth and academic achievement that truly sets the school apart in Regional Victoria.

Our rich history and steadfast values have, over time, built a school culture where we equally value people, character and learning. The behaviour and attitude of our students and staff contributes to a learning environment where every child is known, and their individuality is respected.

Outcomes

The Integration Aide will be responsible for achieving the following outcomes:

1. Students are supported under the direct instruction of the teaching staff.
2. Assistance is provided in the implementation of planned education programs, supporting the literacy, numeracy and communication skills of students at risk.
3. An overview of each session with a student is recorded and submitted at the end of each term to the Head of Inclusive Education.
4. Concerns regarding students are reported directly to the line manager.
5. Professional relationships are developed with staff, parents and students.
6. Confidentiality is always maintained.
7. Process improvements are identified and reported to the line manager.

From time to time, the integration Aide will be required to undertake other duties.

KEY SELECTION CRITERIA / Essential Qualifications/Skills

- Certificate III in Education Support or equivalent relevant experience.
- Working with Children Check Card

Personal characteristics

- A commitment to assisting students in their learning.
- Organises and prioritises work to achieve required outcomes.
- Excellent interpersonal skills.
- Cooperates well with team members.
- Sound written and verbal communication skills.
- Maintains confidentiality.

- Finds ways to work better and smarter.

Student wellbeing

Girton Grammar School's Statement of Pastoral Care outlines the role teachers are expected to play in the care and nurturing of each student.

CHILD SAFETY

Girton Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires the School to implement child safety standards and to accommodate and take the needs of all children into account when creating a child safe environment. All staff must comply with the School's child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children. All employees at Girton Grammar School are required to:

- Have a current Working with Children's Check or VIT registration
- Complete all mandatory reporting training and education about Child safety
- Adhere to the Schools Child protection Policies, Staff code of conduct, policies and procedures
- Report suspected cases of child abuse in accordance with school policy.

OCCUPATIONAL HEALTH AND SAFETY (OHS)

Workplace health and safety is the responsibility of all staff. All staff are responsible and accountable for:

- Demonstrating a full awareness of work health and safety issues and School OHS instructions, policies and procedures including, but not limited to, any first aid or emergency procedures and ensuring compliance with these
- Assuming allocated roles in the School's emergency response or occupational health and safety structures
- Taking reasonable care of their own health and safety and the health and safety of others who may be affected by their acts or omissions

- Promoting a safe work environment by raising OHS issues in a timely, constructive and solution orientated manner with a Manager or the OHS Committee
- immediately reporting any Notifiable Incident or any identified health and safety matter via the appropriate channels

COVID-19 Safety

Girton Grammar School is committed to the health and safety of its staff, students and broader school community, which includes preventing the spread of diseases such as COVID-19 on campus and amongst members of the school community. In accordance with our commitment and compliance with the Victorian Government COVID-19 Mandatory Vaccination Health Order, all staff, as a condition of their employment, are required to be fully vaccinated against COVID-19

Additional information

All staff are required to hold a current Working with Children Check.

All staff must have and maintain a commitment to child safety.

A six-month probationary period will apply to this position in line with all new staff members commencing employment at Girton Grammar School.

Employment conditions are in accordance with the Girton Grammar School Bendigo Enterprise Agreement, as varied from time to time.

Girton Grammar School reserves the right to modify position descriptions, as required. Where this is required, staff will be consulted.

The role of Integration Aide is required for School Term Weeks only.

Core hours may be between 8:30 – 5:00 / 8:00 – 4:30 Monday to Friday with a 1-hour lunch break, or as negotiated.



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