



POSITION DESCRIPTION

Position name	Teaching Assistant
Employment Status	Fixed Term Contract
Fraction	37.5 hours per week. 20 th July 2026 to 9 th December 2026. Not working Term 3 holidays.
Classification	Part 4, Grade 3 Scotch College Adelaide Enterprise Agreement 2024
Key Relationships	<ul style="list-style-type: none"> • Line Manager – Ieva Hampson, Head of Mitcham Campus • Jake Stewart, Deputy Head of Junior School • Teacher – Mid Year Reception (Prep class)

Our Mission:

Scotch College Adelaide is an ambitious and aspirational independent coeducational ELC – 12 College that exists to know, nurture and challenge all within its community.

We value courage, integrity, inclusivity and an unwavering focus on tomorrow in all that we do to prioritise extraordinary outcomes for the diverse student population entrusted to us. A Scotch education is grounded in a sophisticated understanding of ourselves and others; and it is our wellbeing promise that underpins our learning, character, co- curricular and service programs from ELC to Year 12.

Wellbeing is embedded in everything we do, and we want our staff to be:

- able to flourish: be physically adept, mentally resilient, intrinsically motivated, highly skilled,
- practicing effective work life integration, and
- demonstrating an adaptive capability which will enable the College to confidently embrace disruption.

Position Objective:

Reporting to the Deputy Head of Mitcham Campus the Teaching Assistant will support Mitcham Campus mid-year reception classroom and specialist teachers in the delivery of high-quality teaching, learning and pastoral care to maximise learning outcomes for students.

Position Overview:


This position plays a vital role in assisting teaching staff to provide the best possible education for each child, in line with the College's values and educational objectives. This position, will be carried out under the direction of the teacher/s. The role focuses on assisting the teacher to implement learning programs, maintain positive learning environments and support student wellbeing across the whole class.

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Key Responsibility Areas:

1. Teaching and Learning Support

- Assist the teacher in implementing planned learning experiences.
- Work with individuals, small groups or the whole class under teacher direction.
- Reinforce literacy, numeracy and inquiry learning activities.
- Provide prompts, encouragement and clarification to support student engagement.
- Under the direction of the teacher, support student inclusion and learning in a broad range of curriculum activities;
- Support assessment processes (e.g., reading practice, observation, preparation of materials).
- Supporting differentiated learning implementation
- Adjusting resources to meet learner need

2. Classroom Environment and Organisation

- Assist with classroom setup, transitions and routines.
- Support classroom management strategies consistent with school expectations.
- Help maintain safe, orderly and inclusive learning spaces.

3. Pastoral Care and Student Wellbeing

- Build respectful, supportive relationships with students.
- Promote positive behaviour and social development both in and beyond the classroom.
- Assist supervision during learning activities, excursions or transitions as required.
- Monitor children's wellbeing and report any matters of concern in accordance with School policies and procedures;

4. Collaboration and Professional Practice

- Work under the direction of the classroom teacher.
- Contribute observations about student engagement and wellbeing.
- Maintain confidentiality and professional boundaries.
- Participate in relevant meetings and professional learning as appropriate.
- Consult with and maintain good communications with Teachers and other Mitcham Campus staff members; and
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.


5. Work Health Safety and Wellbeing

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- Take reasonable care of, and cooperate with actions taken to protect the health and safety of self and others
- Report all accidents, incidents and hazards as soon as is practicable

Read and adhere to all Scotch WHS guidelines and policies

Key Selection Criteria: Qualifications, Experience, Knowledge and Personal Attributes

Essential experience

- Demonstrated experience in undertaking support tasks across a range of functions in one or more areas within a similar position in a school environment.
- Experience in working with students in Early Childhood and / or junior primary area

Qualifications, skills and knowledge

- Qualification in Education Support, Early Childhood and Care or related allied health or education field (e.g. Psychology, Child Development or equivalent)
- A current Child Related Employment Screening
- Responding to Abuse & Neglect Training
- Appropriate first aid qualifications (HLTAID003 or equivalent)
- Effective ICT skills
- Excellent record keeping
- A knowledge of learning processes of children requiring support and enrichment
- Discretion and an ability to maintain confidentiality regarding sensitive student, family, staff and school related information

Key Selection Criteria: Personal Attributes

- Warm and encouraging personality
- Excellent communication and interpersonal skills
- Experience in working with students in Early Childhood and / or junior primary area
- An ability to work effectively in a team environment

Conditions of Employment:

- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Scotch's Child Protection policy and procedures
- Willingness to work flexible hours to service the College's various activities, which will include evening and weekend work as required
- All staff are responsible for ensuring that the data they collect, access or retain is done so within the requirements of the College Privacy Policy

Finally


No position description can capture the complexity of tasks within a College. Therefore, this position description

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should not be limiting and some flexibility is required when using it for reference. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and the College commits to regularly review and update position descriptions to accurately reflect the contribution of employees.



This role will require some reasonable out of hours work and 'on-call' arrangements. Scotch College respects employee's right to disconnect and will seek to communicate with the incumbent about the situations where out of hours contact is anticipated and discuss reasonable ways to minimize disruption to personal life.

Scotch College is a child-safe organisation and committed to the safety and wellbeing of children and young people. We undertake appropriate screening and suitability assessments to determine the commitment of applicants to supporting child safety and wellbeing values in practice.


Further, in applying for this role, you are asserting the accuracy and integrity of your application, including the full disclosure of any matter that may be inconsistent with the safety and wellbeing of young people, or bring the College into disrepute.

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