



SANDGATE DISTRICT STATE HIGH SCHOOL EXPRESSION OF INTEREST - TEACHER AIDE (TA002)

Vacancy: Teacher Aide – Temporary 22 ½ hours per week
Duration: 27 January 2010 – 26 November 2010 (with the possibility of extension)
Closing Date: Wednesday, 25 November 2009

Expressions of interest are invited for the temporary position of Teacher Aide to work within the school's Responsible Thinking/Withdrawal Classroom. Applicants should refer to the generic Position Description for Teacher Aide and the Role Description of the Responsible Thinking Classroom Teacher Aide. If you wish to be considered for this position please submit a brief resume; contact details for two referees (one of whom should be someone with current knowledge of your skills and abilities); and a maximum two page written response outlining your suitability for the role referring to the key points under "YOU".

Applications and enquiries should be directed to:

Mrs Sandra Dias
Business Services Manager
Sandgate District State High School
PO Box 195
SANDGATE QLD 4017
Telephone No: 3869 9888

Role Description of Responsible Thinking Classroom Teacher Aide

- Know and understand the Behaviour Management Plan of the school
- Admit students as they arrive at RTC and record on roll
- Speak with student regarding their behaviour, which resulted in their RTC referral
- Offer guidance as to how students may be able to make better choices in the future.
- Assist students in completing their RTC plan
- Complete tear off slip at bottom of RTC referral and put in relevant teacher pigeon hole
- Create a new physical file for each student detailing their information (or adding new information into pre-existing files).

- Take telephone calls from parents of children who have been referred to RTC
- Utilise Microsoft suite to:
 - o Send and respond to emails
 - o Update RTC referral data on a daily basis
 - o Send a letter to parents to inform them that their child has been sent to RTC (using information from SIMS/OneSchool)
 - o Monitor RTC referrals and inform YLCs when a student has reached their 'quota' of RTC referrals and is to be issued with a behaviour card
 - o Collate and record RTC data on students for a monthly report to the Principal
 - o Collate and record weekly RTC referrals and put in pigeon holes each Monday morning
 - o Attach the signed RTC plan to the corresponding referral and file accordingly
 - o Print reports of student's RTC referrals, admin detentions and One school behaviour history as requested
 - o Inform teachers/ HODs/ Deputies and any other interested parties of non-attendeess at RTC
- Utilise Detention Program (Student Profile APPXP) to:
 - o Print off detention roll and take to student counter to be collected by teacher on duty (this is also to be collected upon completion of Admin detention each day and entered into computer)
 - o Mark after school detention roll and print missed detentions. Put printed data in to relevant teacher pigeon holes. Ensure that lists of students from Deputies or Principal who failed to attend/were absent on day, are entered on to the morning notices to report to the office the following morning
 - o Make changes to admin detentions/ after school detentions
- Utilise OneSchool and SIMS to:
 - o Record behaviour incidents onto One School and refer to appropriate personnel
 - o Input admin detentions on to One School
 - o Print reports of student's RTC referrals, admin detentions and One school behaviour history as requested
 - o Input admin detentions into student profile
 - o Make changes /amendments to admin detentions/ after school detentions

Other Duties:

- 'Find' students (on foot) for Admin if required
- Assisting with general 'portable' admin duties for main office as required