



ST MARGARET'S COLLEGE
JUNIOR, MIDDLE & SENIOR SCHOOL
Empowering girls to learn, live and lead

Position	Teacher Support Assistant
Location	Christchurch
Employee Name	
Reports to	Director of Pre-school
Revision Date	March 2020

SCHOOL INFORMATION

Our Vision

St Margaret's College provides a comprehensive education for girls from Pre-school through to Year 13 for boarding and day girls. We offer a dual senior pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis across the school on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Functional working relationships with:

- All staff of St Margaret's Pre-school
- Children and their parents and whānau
- Education and support agencies
- Staff of St Margaret's College

Purpose of this Role:

To actively contribute to the teaching team and provide an early childhood education experience founded upon sound and effective educational practice, in a safe and respectful environment that results in happy, confident and competent children who transition well to school.

Key Accountabilities / Responsibilities <i>(What is to be achieved)</i>	Key Tasks <i>(How is it achieved)</i>
Primary Objectives	<ul style="list-style-type: none"> • Children’s health and well-being: Children’s welfare is monitored at all times • Learning and Teaching: Support teachers in the delivery of a curriculum that reflects current understanding of sound and effective practice. Ensure that day-to-day practice is aligned to the philosophy, policies and procedures of St Margaret’s Pre-school • Team Responsibilities: Collaborate with teachers to support planned goals and effective practice and assist with administrative functions within the Pre-school • Relationships and Communication: Foster positive reciprocal relationships with children and their families and Pre-school staff
Children’s health and well being <ul style="list-style-type: none"> • Child well-being • Serving of meals and snacks • Settling children 	<ul style="list-style-type: none"> • Preparation and serving of meals, and morning and afternoon tea is undertaken in an efficient and respectful manner • Children are encouraged, but not forced to participate at meal times • There is always one staff member sitting with children while they are eating • Dining area and kitchen is kept clean and tidy • Bathroom is checked and cleared regularly, and cleaners informed of any necessary cleaning • Children are assisted and encouraged to unpack and pack their bags independently • All children and their parents are welcomed to, and farewelled from the Pre-school individually and politely
Team Responsibilities <ul style="list-style-type: none"> • Collegial relationships • Administrative responsibilities • Professional Learning • Health and Safety 	<ul style="list-style-type: none"> • Considerate, co-operative and supportive relationships are evident between all staff • All staff undertake appropriate administrative requirements and operational planning as requested by the Director of Pre-school or her/his nominee for the • Smooth operation of the Pre-school • Support staff will participate in staff meetings if requested, and professional learning offered in the Pre-school and St Margaret’s College • All staff understand their health and safety responsibilities according to health and safety legislation and St Margaret’s Pre-school policy and procedures, and take responsibility for their own health and safety and ensure no action or inaction harms others in the Pre-school • Other tasks as assigned by the Director of Pre-school are completed
Relationships and Communication <ul style="list-style-type: none"> • Child and parent relationships 	<ul style="list-style-type: none"> • The privacy of children, parents and staff is upheld and no information is shared without their express authority • Parents’ involvement is encouraged

<ul style="list-style-type: none"> • Relationships with colleagues • Communication with parents 	<ul style="list-style-type: none"> • Communication with parents regarding their child is the responsibility of the Pre-school teachers and Director of Pre-school and enquiries regarding a child or the programme should be directed to them • Courteous and professional behaviour is demonstrated to all parents, colleagues and visitors at all times • Parents' comments and concerns are referred to a teacher and/or the Director of Pre-school • Relationships are established and based on respect and trust to enhance learning • Diversity is respected and language, images and experiences are inclusive • A community culture is embraced with all stakeholders
<p>Learning and Teaching</p> <ul style="list-style-type: none"> • Curriculum • Environment • Professional Learning • Digital Technology 	<ul style="list-style-type: none"> • Education (Early Childhood Services) Regulations 2008, Licensing Criteria for Early Childhood Education and Care Centres 2008 and Early Childhood Education Framework are adhered to at all times • The standards, philosophy, curriculum, policies, values, goals and vision of St Margaret's Pre-school are evident in practice • The environment reflects, and is responsive to children's individual learning, physical and emotional needs • Participation in all professional learning offered, including appraisal and goal setting • Current technologies are integrated into the programme and used regularly • All interactions with children are appropriate and meaningful • Positive guidance techniques are modeled • Children are engaged, motivated and their emotional needs are met • All staff model responsibility for, and a commitment to the Treaty of Waitangi
<p>Health & Safety</p>	<ul style="list-style-type: none"> • Follow all policies and procedures of the school • Follow all health & safety guidelines and procedures
<p>Communication</p>	<ul style="list-style-type: none"> • All communication is made in a timely and professional manner • Follow the professional standards of behavior guidelines in communication • Act with professional at all times toward staff, students and parents.
<p>Other Duties</p>	<ul style="list-style-type: none"> • Any other duties as reasonably required by the Director of Pre-school

PERSON SPECIFICATION

<p>Core Behaviours</p>	<p>Teamwork – identifies opportunities and takes action to build operational relationships between the school, staff or teams to help achieve shared goals</p> <p>Results focused – sets challenging goals for self and understands performance expectations</p> <p>Effective Communication – understands and communicates their role and message to the wider school with a strong emphasis on confidentiality and professionalism</p> <p>Team player – understands the bridge between confidentiality and commercial operations and implements these through knowledge and influence</p> <p>Resilience - able to think logically and multi-task in time-critical and stressful situations</p>
<p>Core Qualifications, Technical Skills, Knowledge and Ability</p>	<ul style="list-style-type: none"> • Excellent computer and database knowledge • Ability to quickly establish credibility, have a personal impact and build excellent working relationships • Ideally experience looking after pre-school age • Ability to effectively manage routines and resources, with an organised and flexible approach in day to day activities • Warm and approachable with an ability to relate well to parents and families, demonstrating sound interpersonal and relationship building skills • Exceptional interpersonal skills and team leadership capability • A partnership approach to coaching and development of all staff

ST MARGARET'S COLLEGE EXPECTATIONS

To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of “Educating Young Woman to Live and Lead”.

- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- Develop and maintain strong working relationships across the school, which inspires people to believe that what they do makes a difference.
- Proactively assess, challenge and formulate solutions to enable the smooth and effective running of the School.
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Have tenacity in pursuing goals and ensuring they are aligned with the school’s objectives.

POLICIES AND PROCEDURES

St Margaret’s College has developed policies and procedures to guide employees’ behaviour in respect to a variety of employment-related matters. It is an obligation of your employment with St Margaret’s College that you adhere to these policies and procedures. All employees have access to these policies and procedures in the staff handbook.

EMPLOYEE DECLARATION

I have read, understood and agree to abide by this Position Description at all times.

Employee Signature: _____ **Date:** _____