



Mackay Christian College

'creating hope, building futures'

teacher aide – role description

The Teacher Aide is a valuable member of our teaching team. In the descriptions below, 'supervisor' may refer to a Head of Faculty, the Librarian, Head of Learning Support or other College Administrator.

The duties of a Teacher Aide, underpinned by our CLEAR values, may include:

Christlikeness:

Consistently act in a Christlike manner and model Christlike behaviour to students, staff, parents and others, respecting the College's position as a Christian school
Assist student learning, either individually or in groups, under the direct supervision of a teacher

Learning:

Operate routine office equipment such as a computer, photocopier, etc.
Perform general clerical duties such as filing, maintaining records, etc.
Attend staff meetings as directed by the supervisor

Excellence:

Be punctual to work and classes
Prepare and clean away materials for display/use in the classroom
Maintain an organised and tidy environment
Carry out minor repairs of equipment and material
Monitor/maintain stationery/materials for a Faculty/Department within established parameters including reordering
Complete all required tasks to the best of your ability and within the stated expectations of the supervisor (each Faculty/Department supervisor is responsible for listing tasks specific to their area of responsibility)

Attitude:

Willingly perform any reasonable task directed by the supervisor
Communicate any concerns about students, staff, parents or issues to the supervisor

Respect:

Respect staff members, students, parents and College visitors, treating them with courtesy, politeness, honesty and kindness
Respect the confidentiality of all information regarding staff, students, parents and the College
Ensure a safe environment for students, staff, parents and visitors