



**Oxley**  
COLLEGE



**Learning Assistant (Pre-Kindergarten)**

## Learning Assistant (Pre-Kindergarten)

School Campus	Junior School
Reports to	Head of Junior School and Business Manager
Relationships	Classroom and Specialist Teachers
Employment	<input type="checkbox"/> Full-Time <input checked="" type="checkbox"/> Ongoing
Status	<input checked="" type="checkbox"/> Part-Time <input type="checkbox"/> Temporary
Classification	Level 1 School Assistant
Award	Independent Schools NSW Support and Operational Staff Multi-Enterprise Agreement 2021.

Oxley College is a well-established independent, co-educational, non-denominational P-12 day school in the beautiful Southern Highlands of NSW with 880 students. Bowral is approximately 75 minutes south of Sydney airport and central Wollongong.

At Oxley we have a fundamental belief in the education of the whole child. We seek to foster a learning environment that is dynamic, innovative and child-centred through the provision of high-quality learning and teaching. Students are encouraged to enjoy their learning and to apply it to their understanding of the world in all its complexity and of their individual place within it.

Further information about the College and its programs can be located on our website: [Oxley College](#).

### Position Summary

We are offering an exciting opportunity for an experienced classroom Learning Assistant (Teacher's Aide) who can work collaboratively with our Pre-Kindergarten teaching team in providing quality and positive teaching, learning and wellbeing outcomes for our students.

An Oxley School Learning Assistant is a valued member of the support staff team and works with the Head of Junior School and Business Manager in their liaison with students, staff, parents, and suppliers to deliver an exemplary service within the College community.

The position is part time, working Wednesday to Friday from 8.30am until 3.00pm during College term times. As enrolments increase, the role will become full time. Attendance is expected at all mandatory College key events and professional development activities.

### Key Responsibilities

The ideal role-holder will be responsible for:

- Assist students and staff in academic support by the provision of small group instruction and accessing of appropriate strategies as directed by the teacher.
- Collaborate with teachers to work alongside students.
- Provide in class support and prepare materials and/or resources for use in the classroom and outdoor space as directed by the teacher.
- Attend excursions and outings to provide support.

- Any other duties as required or set out by the Head of Junior School or Stage Coordinators.
- Comply with College policies and procedures including Work Health and Safety requirements.
- Be supportive of the values of Oxley College and willingness to be a part of the total life of the College.
- Complete playground supervision each day.

## Essential Criteria

The ideal role-holder will demonstrate the following:

- A Certificate III or IV in School Based Education Support is preferred.
- Applicants currently obtaining these qualifications would be considered.
- Experience within a primary school classroom and/or Early Years setting (particularly K-3 is highly desirable).
- Demonstrates an ability to manage and cope in learning situations whether in an individual or group basis.
- Excellent communication skills, written and verbal.
- Experience and/or knowledge of working with Computer Technology in an education environment would be a distinct advantage.

## Application Guidelines

To apply for this position, you must be eligible to work in Australia, eg. hold an appropriate and current Australian work visa.

- Applications should be sent as one attachment (PDF format preferred).
- Applications should include a covering letter of not more than two pages, which includes a statement in support of your candidacy.
- Applications should be addressed to Jane Champion, Head of Junior School email: [hr@oxley.nsw.edu.au](mailto:hr@oxley.nsw.edu.au)
- Applications **must** also include the following information:
  - Personal details (a photograph is optional).
  - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification).
  - Current First Aid qualifications (or willingness to obtain)
  - A summary of your current position.
  - A concise summary of your employment history (beginning with the most recent position).
  - Membership of any professional associations.
  - Names, positions and contact details for three (3) referees.

## Conditions Precedent for Employment

1. The successful applicant will be subject to employment screening processes with the Office of the Children's Guardian and will be required to provide a current Working with Children registration number and clearance evidence.
2. Subject to a 6-month probationary period.

## Closing Date for Applications

The closing date for application submission is Thursday 11 April 2024.

## Employee Acknowledgement

*I have read and understood the contents of this position description and accept the following:*

- *This position description is not to be considered as a complete list of responsibilities and that other duties may be required from time to time.*
- *My position is dynamic and that continuing development, change and improvement of processes, practices, knowledge, skills and behaviours is expected by Oxley College.*
- *I declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.*

Signature	Date