



INVERLOCH AND KONGWAK PRIMARY SCHOOLS

EDUCATION TRAINEESHIP – CLASSROOM TEACHER AIDE

Inverloch and Kongwak Primary Schools are seeking **highly enthusiastic** applicants with **strong work and study ethics** to join the schools' staff as an Educational Trainee.

Position statement

- This position will require the aide to work four days per week for a total of 22 hours
- The position is for the school year only and will not be continued after the given end date
- Start date – 10/2/2020 End date 17/12/2020

The selected applicant will have successfully completed **Year 12 or equivalent in 2019**. They will require strong literacy and organization skills and a willingness to work with young children and adults.

- There is a commitment to undertake and complete a Certificate III in Education Support within the employment period which will be done mainly online with some study time allocated during the work week with possibly face-face contact during vacations and school term, depending on the training institution. Tuition fees are to be paid by the successful applicant. Holders of a Health Care Card are eligible for concession rates for course fees.
- The role will be varied and will include:
 - working in classes on a regular basis - assisting class teachers in preparation, helping students with their work, guiding small groups and being a good role model for young children
 - taking initiative to support students within the normal classroom routine
 - attendance at school camps, sporting events and excursions
 - being responsible, punctual, self-motivated and able to follow instructions
 - assisting with maintaining and organizing school resources
 - working as a team member to support school programs
 - creating displays, assisting with the school concert, basic computer work including lists, word document etc

Applications in writing should have a cover sheet which includes:

- Personal and contact details
- Voluntary or work experience details (especially with children)
- Names and telephone contact numbers of two referees

Please address the following areas in your application (1-2 pages is adequate)

1. What you believe might be the important features of a teacher aide's position.
2. Specific attributes and personal qualities that you could bring to the position.
3. The skills and abilities you possess to enable you to work within the libraries, organizing resources and supporting teachers in classrooms.
4. Why you are interested in this position and what you would hope to gain if you were successful in obtaining the employment offer?

Note:

- The successful applicant will need to provide or have proof of application for a Working With Children Check-Employee status.
- It will be **extremely beneficial** for the successful applicant to **immediately** apply for a Health Care Card with Centrelink. Holders of a Health Care Card will pay concessional rates for course fees.
- There will be a probation period of three months.
- The pay rate is based on the National Training Wage Schedule for Modern Award 2010

Applications

Those interested should submit their application by 12noon Friday January 24th, 2020 and should be lodged to the school's email address with **Traineeship** in the subject line. (inverloch.ps@edumail.vic.gov.au) Interviews will be held on either Monday 3rd February or Tuesday 4th February

