



Position Description

Teacher's Aide – Prep

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

Our staff are curious, courageous and committed professionals—educators, mentors and co-learners—who see their work as both a calling and a contribution. At Roseville, you'll find a supportive and innovative environment where your talents are recognised, your growth is encouraged, and your impact on future generations is both valued and lasting.

The role

We are seeking a warm, capable Teacher's Aide to join our Prep School in a full-time, term time, permanent position. This role offers the opportunity to be part of a close-knit, supportive and purpose-driven team, working in a beautiful learning environment where play, curiosity, relationships and wellbeing are central to each child's experience. The successful candidate will play an important role in helping our youngest students feel known, valued and ready to thrive as they begin their Roseville journey.

Broad objective

The Roseville College Prep is a nurturing entry into the broader Roseville College community and schooling for our youngest learners from 3 ½ to 5 years and integrates academic learning with social emotional development, focusing on fostering positive relationships. Learning is carefully scaffolded to build the skills and confidence required to begin kindergarten well. Through the thrive program girls build a toolkit of skills to support their wellbeing including social, self-management, thinking and communication skills. The aim is to empower them with confidence and resilience to ensure they have a strong sense of self.

Our curriculum is inspired by the Reggio Emilia educational approach and guided by the NESA Early Stage 1 framework. Through play early literacy and numeracy skills are embedded and learning is inspired by the girls' curiosities and interests. Deep learning inquiries and research projects are designed to foster lifelong learning. Provocations for learning will promote hands-on, real-life experiences celebrating creativity, sustainability, and care for country throughout all key learning areas. The girls will be fully immersed in college culture having access to all learning environments within the college campus.

Key relationship

- Students
- Teachers

Reports to

Head of Junior School

Direct reports

Nil

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Key responsibilities

Assist with various classroom tasks including:

- Contribute to the educational program under the guidance of the lead teacher to provide a high-quality program for all students
- Support the Prep teacher with development and organisation of resources in learning environments.
- Work collaboratively with the Prep teacher to develop and implement inspirational educational programs.
- Guiding small group work and providing 1:1 Student support
- Implement inclusive practice and be a role model in an environment which honours diversity.
- Facilitate a welcoming, inclusive and safe environment for children, families and the wider school community.
- Communicate with children in an open, honest manner and ensure that the child's perspective is listen to, respected and valued
- Work with the Prep and specialist teachers to implement the daily rhythm.
- Provide positive behaviour guidance, demonstrating appropriate behaviours and language to create a culture of care and respect
- Ensure that the lead teacher is informed of current issues within the class
- Assist the lead teacher with the indoor and outdoor environment promoting commitment to continual improvement to the quality of care and experience each child and family receives

Assist with various administrative tasks including:

- Preparation and organisation of classroom resources
- Maintain the aesthetics and sustainable aspects of the environment and ensure all resources and equipment are in good repair
- Preparation and distribution of college communication (i.e. notes etc)
- Contribute to the learning documentation process in collaboration with lead teacher
- Recoding students learning
- Filing

Other Related Duties:

- Supervise and support students play learning environments
- Perform any ad-hoc duties as requested
- Deliver outstanding and timely service to all sections of the College
- Maintain confidentiality of all College matters
- Fulfil the requirements of this position description and other duties as reasonably required from time to time
- Ensure personal safety and the safety of colleagues, contractors, student and visitors by complying with the WHS policy
- Consistently uphold Roseville College's values and comply with all school policies and procedures

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Child Safety

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

Risk and Compliance

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

Additional responsibilities

- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or delegates.

Qualifications, skills and experience

- Diploma of Early Childhood Education and Care (or equivalent).
- Experience working in an early childhood or preschool setting.
- Demonstrated knowledge of the Early Years Learning Framework
- A passion for guiding students in group and individual learning endeavours
- Ability to manage the workflow and proactively resolve issues in an efficient manner.
- Promote a healthy team environment and develop positive channels of communication as well as being self-motivated and work autonomously
- Highly organised with excellent attention to detail with the ability to identify priorities
- Excellent written and verbal communication skills (with staff, families and students).
- Ability to work in a team as well as being self-motivated and work autonomously
- Appropriate technology & administration skills
- Approachable
- Demonstrated integrity and commitment to a similar role
- Actively support the Christian mission and values of the College

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Essential characteristics

- Exceptional interpersonal & communication skills
- A passion for working with young children
- Collegial and collaborative
- Initiative
- Innovative
- Adaptable and able to work well under pressure
- Problem solving

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.

Roseville College is committed to the safeguarding and promotion of the welfare of children and young people. The College expects all staff, volunteers, and other third parties to demonstrably share this commitment. Safer recruitment practices and pre-employment checks will be undertaken before any appointment is confirmed.

Appointment is subject to a current and clear Working with Children Card and eligibility for registration with the NSW Education Standards Authority - NESA.

Roseville College is a member of the Anglican Schools Corporation (ASC).