

## CLASSROOM SUPPORT TEAM MEMBER

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### POSITION DESCRIPTION

As a Classroom Support Team member, you will part of a team that seeks to provide high quality advice and support to ethics teachers in their delivery of the PE curriculum and the engagement and management of their students. In this role, you will be both proactive as well as a reactive in meeting the needs of ethics teachers. The support that you provide ethics teachers will vary, and may include: visiting teachers in their classrooms; speaking with them on the phone; coordinating a visit to another ethic teacher's class; or attending a meeting of the school's teachers.

**Hours:** This role will involve you working about two hours per week during the school term (av. 10 hrs /term). There may be high and low periods in your workload: it is lower at beginning of the school year (when ethics teachers are settling into new routines and classes) and also in the final weeks of the school year; and your workload is higher during school terms 2 and 3.

We ask that you commit to volunteer as a CST member for at least one year to ensure continuity for the teachers.

**Location:** Working from home and in your local geographical area.

#### Role and responsibilities

Your role is to provide advice and support to ethics teachers in delivering the PE curriculum and engaging and managing their students, and to report on your activities to PE. This role involves:

- Communicating and coordinating CST activities with ethics teachers and ethic coordinators;
- Coaching ethics teachers in the performance of their role by providing advice and feedback in accordance with the Primary Ethics lesson materials and adopting classroom management techniques;
- Recording details of visits in Classroom Support database;
- Knowing and acting in accordance with PE and relevant state and territory department of education policies and procedures by: reading PE communications to keep abreast of developments; and contacting CST manager if you have questions;
- Providing recommendations to the PE training manager based on trends observed in your role with teachers;
- Participating in CST meetings and professional development as required.

#### What's required?

This role will suit you if you have expertise and experience in one-on-one coaching and adult learning; good communication and organizational skills and are a confident computer user; and, you are a self-

starter and enjoy meeting new people. Having your own car or access to public transport is required to undertake classroom visits in your region.

To apply for a volunteer position with Primary Ethics you will need to be an Australian citizen or permanent resident.

#### Support and management

Primary Ethics will provide you with training and access to resources. As a Classroom Support Team member you will report to the Classroom Support Team manager. The CST manager can answer your questions and offer guidance and support.

#### Selection Criteria

In determining your suitability for the role, Primary Ethics will consider:

- How well you can meet the responsibilities and requirements for the role;
- Your willingness to adhere to program requirements to ensure teaching quality and child protection;
- Your availability for the duration and frequency required by the role;
- Any matters which may impact the integrity of Primary Ethics' program or its reputation; and
- Your commitment to PE and its support of ethics teachers in helping children developing a lifelong capacity for ethical reflection and critical thinking.

If you are interested in this role, please make an application to Coral Sturgess, Classroom Support Team Manager in the form of a one A4 page letter in which you address briefly each of the requirements above, and your resume /CV outlining your experiences and qualifications relevant to this role.

If you have questions, please contact Coral on [coral.sturgess@primaryethics.com.au](mailto:coral.sturgess@primaryethics.com.au) or call 02 8068 7752