

## CLASSROOM SUPPORT TEAM MEMBER

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### POSITION DESCRIPTION

As a volunteer Classroom Support Team (CST) member, you will be part of a team that provides high quality advice and support to Primary Ethics' volunteer ethics teachers in a targeted and timely way.

CST also has a role to play in quality assurance by providing feedback and advice on curriculum delivery trends which may have implications for other key parts of the organisation, such as volunteer engagement and management, as well as training and curriculum management.

As a CST member, you will work with ethics teachers who request the support of CST as well as those teachers who are targeted for support, such as new teachers. This will involve you planning and conducting CST contact activities with ethics teachers.

CST contact activities include:

- speaking with teachers on the phone
- observing teachers' lessons and providing feedback
- participating in (face-to-face or virtual) teacher meetings.

As a guide, in each school term, CST members will undertake the following contact activities: 5 phone support calls; 3 lesson observations; participate in 1 ethics teacher meetings; complete administrative tasks; and participate in professional learning activities.

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

**Hours:** This role will involve approximately 15.5 hours per school term or the equivalent thereof.

**Location:** Working from home and within your local geographical area (for undertaking lesson observations and/or participating in teacher meetings).

#### Role and responsibilities:

Your role is to provide high quality advice and support to ethics teachers in delivering the Primary Ethics curriculum and to provide the details of your contact activities on a centralised recording system. This role involves the following responsibilities:

- Liaising with CST manager and CS Officer
- Responding to teacher requests for support in a timely way
- Communicating and coordinating CST activities with ethics teachers and ethic coordinators
- Coaching ethics teachers in the performance of their role. This includes providing advice and feedback in accordance with the Primary Ethics curriculum requirements and lesson materials
- Recording details of CST contact activities with teachers in Primary Ethics' central system
- Providing feedback and advice on curriculum delivery trends as part of quality assurance
- Participating in CST professional learning activities offered each term

### What's required?

This role will suit you if you have:

- expertise and experience in coaching and adult learning
- experience in delivering the Primary Ethics curriculum or a willingness to complete PE new teacher training
- strong interpersonal skills;
- good organisational skills;
- good computer skills;
- your own car or access to public transport to undertake lesson observations or meetings.

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

### Support and management:

As a member of the CS, you will join a team of like-minded people who are passionate about coaching adults and enabling children to think deeply and well about ethical issues.

We will provide you with \*training, ongoing mentoring and learning and as well as access to resources. As a Classroom Support Team member you will report to the Classroom Support Team manager and your work is supported by the Classroom Support Officer.

<p>*Training includes</p> <ul style="list-style-type: none"> <li>○ Online Child Protection Awareness Training (20-30 minutes)</li> <li>○ Online Introductory course for existing volunteers (20 minutes)</li> <li>○ New teacher training (required if you are not a current ethics teacher)</li> <li>○ Coaching and feedback training including shadowing existing team members</li> </ul>	<p>Requirements</p> <ul style="list-style-type: none"> <li>○ Working with Children Check</li> <li>○ Full vaccination for Covid-19</li> <li>○ Review our <a href="#">Guidelines for Volunteers</a> and sign our engagement form</li> </ul>
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### Application and selection Process:

The application and selection process is the responsibility of the CST manager or delegate. Applicants for this role are required to make application and participate in an interview.

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.

Application process:

If you are interested in this role, please make an application to the CST Manager consisting of:

- a one A4 page letter in which you address briefly the criteria;
- include your resume/CV outlining your experiences and qualifications relevant to the role, responsibilities and requirements.

If you have questions, please contact Coral Sturgess, Classroom Support Team Manager:

- E: [coral.sturgess@primaryethics.com.au](mailto:coral.sturgess@primaryethics.com.au)
- Phone during business hours: (02) 8068 7752.