

Position Description

JOB TITLE:	Literacy Program Assistant (APS)	DATE:	May 2020
REPORTS TO:	NSW Literacy Program Manager	DEPT:	NSW Literacy
HOURS:	9:00am – 12:00pm Tues, Wed, Thurs, Fri	CATEGORY:	Casual
APPROVED BY:	Rev. Bill Crews (CEO)		

POSITION SUMMARY

The Rev Bill Crews Literacy Program is designed to empower educationally disadvantaged children with the literacy skills required to achieve the educational and social outcomes of their peers.

We deliver an innovative and effective reading intervention program called 'Everyone Can Read'. Everyone Can Read is academically recognised, phonics-based, and has longstanding success in more than 100 schools in the UK.

In collaboration with the Literacy Instructor, your role is to ensure the effective delivery of the Program by performing the duties and essential job functions outlined below.

REPORTING RELATIONSHIPS

The Literacy Program Assistant reports to the NSW Literacy Program Manager.

DUTIES AND ESSENTIAL JOB FUNCTIONS

- Collaborate with the Literacy Instructor to ensure the Program is delivered effectively
- Act as a substitute Literacy Instructor in the event that they are absent
- Promote a kind, respectful and focussed learning environment for students
- Prepare lesson materials as required by the Literacy Instructor
- Prepare and administer student assessments
- Ad hoc administrative tasks as directed
- Share and communicate ideas as part of a team
- Undertake training as required
- Maintain and practice professionalism in all aspects of the role
- Understand and demonstrate the values representative of the Bill Crews Charitable Trust

WORK EXPERIENCE AND SKILLS

Essential	Highly Desirable
Valid Working With Children Check (WWCC) *Employee status	Completed or undertaking studies in Education Support, Primary Education (or similar)
National Police Check	Experience working with primary school children
Excellent organisational and communication skills	First aid qualification
Positive approach to Aboriginal and/ or Torres Strait Islander peoples and culture	
Positive approach to all people regardless of cultural background	

PERSONAL QUALITIES AND ATTRIBUTES

Essential
Punctual, reliable and well-organised
Have qualities of kindness, patience and resilience
Enthusiastic and demonstrates initiative
Ability to be flexible and rise to the challenge

ACKNOWLEDGEMENT FOR RECEIPT OF THE POSITION DESCRIPTION

I have received a copy of the Literacy Program Assistant position description and have read and understood its contents.

Employee Name (Please Print)

Date

Employee Signature

Date

Manager's Signature

Date