Hunter Valley Grammar School seeks to appoint a full time permanent Special Needs Teacher Assistant (SNTA) to our Student Services Faculty to commence Term 1 2014.

**The School**

In its short history Hunter Valley Grammar School has come to be recognised as the premier school in the region and aims to be one of the most outstanding independent schools in NSW and across Australia. The School is situated at 42 Norfolk Street, East Maitland, in the wonderful Hunter Valley, regarded as Australia’s oldest and one of its most well-known wine regions. Add to this a wide array of traditional and contemporary delights expected of a world famous wine region, as well as a myriad of surprises, a rich diversity of pursuits and people and you will find the Hunter Valley one of the most vibrant and relaxing places to live.

Less than two hours drive from Sydney and 45 minutes from Newcastle Airport, the destination is easily accessible from anywhere around the world.

Hunter Valley Grammar School promotes the values for life education for each student which embraces their intellectual, physical, emotional and spiritual development. The School encourages the pursuit of excellence in all areas, and develops in students a passion to become life long learners with the desire to grasp life’s opportunities. We do this within a learning community that lives its values and provides each student with a range of quality educational and developmental experiences.

At Hunter Valley Grammar School, we recognise that young people pass through several distinct but interrelated phases. Our School organisation into Junior (Preschool to Year 6), Secondary (Year 7 to Year 10) and Senior Secondary (Year 11 and Year 12) is designed to support this development in an age-appropriate way.

The overall Preschool to Year 12 nature of our School has resulted in a warm, family-style atmosphere, and provides a smooth transition between infants, primary and high school.

**Further information**

Applicants are encouraged to visit the School Web-site at [www.hvgs.nsw.edu.au](http://www.hvgs.nsw.edu.au) and to consider thoughtfully the ethos and values of the School. Potential applicants are encouraged to contact the Principal Mr Paul Teys if they wish to discuss this position. Mr Teys can be contacted through the Principal’s Assistant Mrs Ana Stratton on 49310713 or by email strattona@hvgs.nsw.edu.au.
**The Position**

This position assists the work of our Student Services Faculty.

The SNTA is directly responsible to the Head of Academic Services.

The SNTA works closely with teachers and non-teaching professionals to provide support for students including:

- developing and locating teaching resources to support teachers of students with specific needs
- setting up and operating equipment used in practical based subjects
- undertaking administrative duties including student progress reports, record keeping and filing
- facilitation of activities under the direction of a teacher
- assisting individual children with social, emotional, or behavioral skills that are needed
- attend extra-curricular activities in a supervisory role at the request of the Head of Academic Services
- direct supervision of students during different times throughout the school day or program
- support and assist students in both academic and non-academic activities during program hours
- provide help to the lead teacher in classrooms
- complete observations of students as required
- undertake diagnostic testing as directed by Head of Academic Services
- assist with maintaining learning environments including organising displays, preparing teachers aids, photocopying, collating written or printed material, making charts, games and aids as necessary

The SNTA needs to have a keen interest in supporting educational activities and assisting students to achieve positive learning outcomes. The SNTA should possess the following attributes:

- enjoy working with school children and have good communication skills
- is sensitive to the needs of students with a variety and level of disabilities
- Microsoft Office skills are essential.
- strong communication skills are necessary in conversing with parents, children, and teachers
- an ability to build and maintain positive relationships with a diverse range of people
- motivation and initiative
- an ability to work in a dynamic team environment
- an ability to instruct small groups or individual students in basic skills when necessary
- an ability to motivate young children to participate in unfamiliar or academic activities
- social awareness is important for the aide who will often need to self-direct to be most helpful to the lead teacher
- the ability to redirect students into appropriate behaviors during activities is necessary
- ability to maintain confidentiality at all times
- maintain safe work practices
- other duties as directed by the Head of Academic Support Services.
Qualifications

- The successful applicant will need a current working with children check under the new provisions introduced on 15 June 2013. For further information on how to obtain this visit www.newcheck.kids.nsw.gov.au.
- A Certificate III in Education Support and experience in working with children with learning difficulties are desirable.
- A current Senior First Aid Certificate or equivalent.

Salary and Conditions

- The Annual Salary will be in accordance with the Support and Operational Staff MEA
- Full-time, during term time only
- To commence at the beginning of Term 1 2014

Application

Suitable applicants should apply by submitting an application ON THE APPLICATION FORM available from the ‘employment opportunities’ section on the School website. This form must be completed in FULL and all information requested must be provided. Applicants who do not use the application form will disqualify themselves from the process.

You may include other information that you feel will assist the process, however, only include information that is pertinent to this application and keep that material brief.

Applications will be received by email to strattona@hvgs.nsw.edu.au or in hard copy form and they should be marked ‘Confidential’ and addressed to:

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<thead>
<tr>
<th>Mrs. Ana Stratton</th>
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<tr>
<td>Personal Assistant to the Principal</td>
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<tr>
<td>Application for SNTA</td>
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<tr>
<td>Hunter Valley Grammar School</td>
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<tr>
<td>PO Box 458</td>
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<td>EAST MAITLAND  2323</td>
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Applications close at 3.00 PM on Friday 6 December 2013 - Applications received after this date will unfortunately not be considered.

Paul Teys
Principal