

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: Learning Support Assistant (Secondary)
Campus: Wantirna South
Employment Status: Part time, FTE 0.493 – 0.822
Reports Directly To: Learning Support Coordinator

Role

The Learning Support Assistant reinforces the inclusion of specific students by providing direct support or assisting the Teacher in the overall integration process of the student within the classroom.

Ministry Specifications

Responsibilities

- Assist the Class Teacher in the implementation and delivery of educational programs to students in an individual or group basis
- Ensure that students have access to and participate safely in school activities
- Being aware of the Class Teacher's expectations of the students in class
- Support Class Teachers in the modification of the student's program
- Emphasise the Class Teacher's instructions and keep the student on task
- Help the student develop social interaction with their peers, and at all times work to promote the self-esteem of the student
- Offer individual support to enable the student to develop specific skills (social or academic)
- Making yourself and the students you are assisting a part of the whole class setting rather than an isolated unit within the classroom
- Respond to all students in the classroom in a warm and encouraging manner
- Willingly participate in activities, assisting, intervening and encouraging students where appropriate
- Develop an understanding of the specific problems and special programs operating for a student
- Make relevant contributions towards a student's Individual Education Plan and keep relevant records as directed by the Teacher
- Provide feedback to the Class Teacher, Learning Support Teacher and Director of Learning Support about how the student is coping with activities, their general learning behaviour and any other observations
- Supervise an integration student in the playground if necessary, and observe safety and social interaction
- Accompany the student on excursions if necessary
- Help with set-up and tidy up of resources, and prepare aids/materials as requested by the Class Teacher
- Attend Parent Teacher Interviews with Classroom Teacher as required, and Program Support Group meetings to discuss student's progress
- Observe protocols of privacy regarding specific information about students

- Refer all teacher or parent queries to the Learning Support Coordinator or Director of Learning Support

Professional Duties

- Model exemplary classroom practice when supporting students with additional learning needs
- Attend LEAPS department meetings to discuss student's progress, student's curriculum, pastoral and other matters
- Promote the general progress and well-being of individual students, and of any group of students assigned
- Participate in school wide activities wherever necessary e.g. lunch/recess student supervision, student monitoring
- Actively pursue best practice in area of responsibility

General

- Work in a co-operative and flexible manner, and maintain good working relationships with other colleagues of the school team
- Undertake such additional duties as might be reasonably requested by the Director of Learning Support or Learning Support Coordinator

Inherent Requirements of the Position

Learning Support Assistants / Assistants

- Certificate III or IV in Education Support (or similar) or studying towards a teacher qualification
- First Aid qualification and Anaphylaxis training
- Contribute proactively to a culture of child safety
- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles
- By mutual agreement, participation at excursions and some overnight camps

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards via the reporting system on the Staff Portal as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

Administration/Duties

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee, School Concert, Sporting Events and Presentation Night