

# Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

## ~ Position Description – Learning Support Assistant ~

<b>Title</b>	Learning Support Assistant (LSA)
<b>Appointed by</b>	The Executive Principal
<b>Responsible to</b>	Campus Principal through the Learning Support Coordinator

## RESPONSIBILITIES AND DUTIES

### Overview

Chairo Christian School supports the inclusion of students with disabilities into the classroom to provide enhanced educational opportunities. A strong working relationship between the student and the LSA is a necessary attribute for this position. It is important for the person to be committed to and respect the right of students with disabilities to attend a mainstream school. Where possible, the LSA is encouraged to give support to a range of students in the class, not just those with special needs, to enable the classroom teacher to give increased attention when required to individual students. The aim of LSA support is to help students towards independence.

LSA's do not take a teaching role and are not expected to work unsupervised in the classroom, or in the development of the curriculum.

### General Expectations

#### Teamwork within the Organisation

As a team player in this organisation, the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- Is founded on the person of Jesus Christ and honours Him in all that we do.
- Reflects a community in which Christian love and concern are woven into the task of learning and teamwork.
- Be an active Christian who regularly and frequently attends a Christian church or fellowship and in addition, be prepared to uphold the school's values and be supportive of, in agreement with, and willing to adhere to the Constitution of the Company.
- You will be required to ensure that you:
  - Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
  - Work positively towards the success of School activities and traditions.
  - Help maintain a positive and enthusiastic work environment.
  - Support the ethos that the school requires.
  - Are aware of your membership in the Christian community and respect and support the directions of the school through the leadership of the Board and the Principal.
  - Participate in Performance Management processes to ensure you continue developing your skills.
  - Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

#### Provide an example to all by:

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- Setting a Godly example for staff, parents and students through professional practice, manner, relationships and general lifestyle.
- Being familiar with and supportive of the values and ethos of the school.
- Exemplifying Christian character and belief as a support person to the school's leaders and as someone who represents the school publicly.
- Using appropriate and proper channels of communication.

### **SPECIFIC DUTIES**

The LSA will be working with the Learning Support Coordinator, other LSA's, teaching staff and students.

The responsibilities of the position include:

- Providing assistance to students to participate fully in the school environment; including classroom and school yard, excursions and camps if required. The person will liaise closely with classroom teachers and assist students as directed by the classroom teacher and school policies.
- To support the achievement of personalised Individual Education Goals and providing agreed adjustments according to the Individual Education Plan.
- Working collaboratively with classroom teachers and Learning Support team.
- Maintaining records as determined by the person responsible for coordinating the Learning Support program.
- Preparing aids, materials and equipment for the student's use.
- Managing student behaviour according to classroom practices.
- Keeping abreast of current practice through attending seminars or in-services.
- Attending SSG's or relevant meetings as required.
- Supporting students in exam/testing situations, including NAPLAN where special provision may apply.
- Providing feedback to classroom teachers regarding social or academic progress of a student.
- Encouraging independence.
- Supporting the development of organisational skills
- Other duties as delegated by the Learning Support Coordinator.

### **Child Safety Responsibilities**

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

### **Child Safety specific experience, qualifications and attributes**

- Display a high level of integrity and trust
- Ability to role model the school's values

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- Experience in working with children
- An understanding of appropriate behaviours when working with children.

### Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards.

- Achievement in relation to the duties outlined in the Position Responsibilities (above);
- Contribution towards the development of distinctively Christ-centred workplace culture;
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

### Required skills, experience and capacity

The LSA will be able to demonstrate:

- Qualifications in Education Support or willingness to obtain
- Skills and the ability to work in a positive way with student/s who have social/emotional issues that may present in inappropriate behaviour/s within and out of the classroom
- A preparedness to be involved in professional development with a focus on inclusion
- Well-developed interpersonal and communication skills
- The ability to work closely with teaching and LSA staff and a wide range of young people
- The ability to work both individually and in a team environment
- The ability to assist students with disabilities with a focus on inclusive classroom practices
- Awareness of, and ability to use a range of student aids
- Evidence of Christian character in all aspects of attitude, conduct and relationships and demonstrated ability and desire to act as a positive Christian role model.
- Good Computer Skills.
- Be able to provide a satisfactory Working with Children Check.