



Position Description	
Position:	Learning Enhancement Assistant (casual)
Campus:	Minimbah Campus
Faculty/Department:	Learning Enhancement
Reports to:	Head of Campus, Learning Enhancement Coordinator
Key Relationships:	Learning Enhancement Team, Class room teachers, Head of Campus
School Overview: Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses (ECC-Year 6) in Frankston South and Moorooduc and a Senior Campus in Langwarrin South. At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live. At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking. Woodleigh School is an equal opportunity employer.	
Position Summary: The Learning Enhancement Assistant is responsible for providing support to students with learning difficulties by implementing specific accommodations and adjustments outlined in student Individual Learning Plans under the guidance of the class teacher and Learning Enhancement Team. The assistant will also attend Parent Support Group meetings to share observations and discuss future goals and adjustments required for individual students to access classroom programs. The Learning Enhancement Assistant is responsible for working closely with the class-teacher to help facilitate student learning.	
Key Responsibilities: <ul style="list-style-type: none">• Work with students with identified learning needs and help teachers to enact adjustments to support inclusive practice in conjunction with Learning enhancement teachers and coordinator	

- Work as part of a team to ensure that the well-being, behaviour and personal development of students enhances learning opportunities and life skills.
- Assist with classroom programs as required, particularly in the development of students' learning program, under the supervision of the classroom teacher.
- Provide in-class support
- Provide thorough written feedback to support student learning
- Be involved in parent conferences as required
- Attend relevant school meetings and be prepared to go on school camps or excursions
- Other duties at the direction of the Head of Campus (eg filing, scheduling meetings, developing resources etc)
- Perform additional duties as requested by the Principal

Selection Criteria:

Experience and Skills:

Must be able to demonstrate:

- Experience working with children in primary school, previously as a Teacher Aide
- Ability to develop respectful relationships with students and staff
- Ability to work as a team and think flexibly
- The determination to strive for personal best
- An understanding of appropriate behaviours when engaging with children
- Professional practice that is strongly aligned with the expectations of The Woodleigh Teacher

Highly desirable skills:

- Experience in implementing strategies as outlined in an Individual Learning Plan, writing Social Stories,
- Have experience with Autism Spectrum Disorder, Attention Deficit Disorder, Dyslexia and other learning difficulties
- Trained to deliver Direct Instruction programs such as Pre-Lit, Mini - Lit, Read Write Inc, EMU
- Familiar with some targeted intervention strategies and learning programs

Education and Qualifications:

- Minimum qualification of a Diploma of Children's services, Integration Aide/Teacher Aide or a Certificate III in Education Support

Conditions of Employment:

- A Working with Children's Check is required for this position.
- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.

- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:	Human Resources
Date prepared:	2025
Employee Signature:	
Date:	