

## JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Inclusion and Extension Support Assistant (IESA)

<b>Purpose Statement:</b>	We inspire and equip students to flourish as compassionate, highly capable people who enrich the lives of others, guided by Christian values.
<b>Culture:</b>	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
<b>Position Title:</b>	Learning Support Assistant
<b>Position Classification:</b>	Lutheran School Officer – Curriculum Stream Grade 3 Level 1 Lutheran Schools NT collective Agreement 2021 or its replacement
<b>Tenure:</b>	Refer to Contract of Employment
<b>Hours of Work:</b>	Term-time only + Week Zero of Term 1 (40 weeks per year) Refer to Contract of Employment. Pay is annualised.
<b>Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Responsible to Inclusive Education and Extension or Learning Enrichment Coordinator</li> <li>• Strong collaborations with Teachers, learners and families</li> <li>• Professional interaction with students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College.</li> </ul>
<b>Special Conditions:</b>	<ul style="list-style-type: none"> <li>• All staff must hold a current NT Working with Children Clearance (Ochre Card).</li> <li>• The successful applicant will need to provide a satisfactory recent National Police Check prior to commencement.</li> <li>• Inherent physical requirements of mental acuity and stability, adequate strength, mobility, vision and hearing to perform duties that enable the safety of all children and young people in the educational environment.</li> </ul>
<b>Education &amp; Qualifications</b>	Certificate IV – Education Support or equivalent

## Job Description

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### Position Summary

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The Learning Inclusion Support Assistant is an important role in providing targeted support for students who present diverse, complex and specific needs that enable them to access and participate within their educational experiences. They work closely with skilled and qualified professionals who shape Educational Access Plans and developmental strategies that increase student efficacy and learning outcomes. The Learning Inclusion Support Assistant collaborates closely with teachers and will ensure that the learners' needs are central to all considerations in how learning activities will occur. Our Learning Inclusion Support Assistants work under the direct supervision and guidance of our Learning Enrichment and Inclusive Education and Extension Teachers.

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### Extent of Authority

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- Learning Inclusion and Support Assistants have limited authority in their role and functions, due to not holding registration and a legal duty of care. In this way, they must only work to the instructions and guidance of Educational Access Plans and those of Teachers in their actions with learners.
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### Key Responsibility Areas (KRAs)

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## Supporting Learning

Learning Inclusion and Support Assistant provides support in ways that differentiate curriculum and learning experiences to meet specific and articulated needs. Support may be provided through:

- In class support, ranging from one-to-one support, to small groups or whole class support under the direction of the Learning Enrichment/Learning Inclusion and Extension Teacher
- Supported entries, transitions and exit of learners through the various elements of their learning days.
- Providing assistance with focussed observations, testing and recording of information
- Collecting focussed evidence to illustrate effectiveness of Education Access Plan and to feed forward for future goals.
- Maintain anecdotal records and journal of interactions
- Maintain productive and professional relationships with students and interact from a strengths-based perspective.

## Professional Expectations

- Liaise positively and effectively with the Learning Enrichment Teacher, classroom teacher and Head of School and other staff in the College to support student outcomes
- Identify potential areas and opportunities for, and participate in priority Professional Learning.
- Be aware of and understand and comply with the principles of the Child Safe Standards at all times
- Ensure adherence to the College's Child Safety Code of Conduct and Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these.

- Maintain currency in knowledges and practices for Child Safety and Child Protection
- Alert Learning Enrichment/Learning Inclusion and Extension Teachers to any arising concerns or changes in behaviours

## **Strengthening Lutheran Identity**

The Learning Inclusion Support Assistant is expected to contribute and reflect a commitment to the College Vision, Purpose Statement and Values underpinning the delivery of a Christian based education for all members of the College community. This includes the demonstration of values and integrity that aligns with the College's objectives.

## **Supporting professional activities and interactions**

Relationships are built upon support, collaboration, trust and reconciliation

- Actively participate in programming and planning meetings with class teachers where required.
- Work in a collaborative way with other staff members
- Have excellent communication and interpersonal skills
- Maintain confidentiality at all times when outside of the school environment
- Attend Educational Adjustment Planning meetings and participate in the development and review of the student's goals when required.

### **Other Duties**

- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report and concern(s) which may give rise to danger, and/or any injury which may occur in the workplace

# Employee Specifications

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## Educational & Qualifications

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- Certificate IV – Education Support or equivalent

## Experience and Knowledge

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- A sound understanding of the principles of Lutheran educations (highly desirable)
- Understanding of, and experience in the application of Restorative Practices (highly desirable)
- Demonstrated experience and ability to work independently and as part of a team, developing, establishing, implementing, and monitoring learning and curriculum
- Demonstrated experience supporting, instructing, monitoring, and encouraging students to achieve their full potential and develop their God-given abilities
- Knowledge of, and experience in using information technology relevant to the teaching, learning and management of a school
- Demonstrated experience and ability to provide mentoring and guidance to students
- Demonstrated experience in effective administration, planning, and programming
- Demonstrated experience in establishing effective working relationships with staff, students and parents
- Experience in, and passionate about working with and supporting young people on their journey through primary education

## Skills & Abilities

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- Capacity to support the implementation of pastoral, curricular and extra curricular programs in line with the College Vision, Purpose Statement and Values underpinning the delivery of a Christian based education to students in the College community. Demonstrating values and integrity that aligns with the College's objectives
- Strong organisation skills and a proactive approach to problem solving
- Strong oral and written communication skills
- Ability to work independently and as part of a team, initiating, adapting to, and managing change
- Accepts responsibility and is self-motivated
- Strong work ethic to achieve college goals
- Manage highly confidential information with discretion and integrity