



PENLEIGH AND ESSENDON GRAMMAR SCHOOL

POSITION DESCRIPTION

POSITION: Learning Assistant
REPORTS TO: Head of Section
LOCATION: Moonee Ponds or Essendon

PURPOSE

To assist teachers in providing the best possible education for each child, in line with the School's values and educational objectives.

SCHOOL OVERVIEW

Penleigh and Essendon Grammar School is a school for boys and girls from Kindergarten to Year Twelve. The school operates on three campuses with a student population of over 3,000. The Kindergartens and Junior School (Boys) are located in Essendon, the Junior School (Girls) in Moonee Ponds and Gottliebsen House (Middle School Boys), McNab House (Middle School girls) and the co-educational VCE section of the school, the Larkin Centre, are located in Keilor East.

The school has an excellent record for the academic achievement of its students in all areas. The curriculum is designed to challenge students intellectually, to develop their knowledge within particular disciplines and to gain an appreciation of contemporary society and its history. The academic program is complemented by a diverse co-curricular program of Drama, Dance, Music and Sport.

The school actively promotes the safety, wellbeing and participation of all students, including supporting children from culturally diverse backgrounds and those with individual needs and encourages every student to thrive in the classroom and beyond.

SCHOOL VALUES:

RESPECT: We acknowledge the dignity and intrinsic worth of individuals and our world. We demonstrate fairness, kindness, and an awareness of diverse perspectives, recognizing the impact of our actions on others.

EXCELLENCE: In education and all that we do, we pursue the highest standards with focus and a commitment to continuous growth. We embrace challenges, learn from mistakes, and cultivate a culture of mastery and exceptional outcomes.

ACCOUNTABILITY: We act with integrity and take responsibility for ourselves, others, and the world around us. We demonstrate honesty, reliability, and ethical behavior in all we do.

CURIOSITY: We learn and grow through questioning, exploring, and deepening understanding, simulating wonder and innovation. We value intellectual engagement and lifeline learning.

HEART: We show kindness, courage, and empathy in our actions and relationships. We stand for what is right, support others, and build meaningful connections based on trust and compassion.

POSITION CONTEXT

The Learning Assistant is at all times responsible to the Principal, the Deputy Principal, and most immediately to the Head of Section and identified Teachers. The incumbent is expected to support the school's values, policies and procedures and the philosophy of an independent school associated with the Uniting Church and support Equal Employment Opportunity principles, including support for an equitable, safe, and productive environment for all staff and students and treating all school community members with dignity and respect.

POSITION GUIDELINES

A Learning Assistant may perform various duties depending on the needs of the school and the following list is indicative of the general responsibilities that may be required.

A Learning Assistant will work under the direction of the teacher to:

- Assist class and specialist teachers in the running of classes as directed, helping the teacher to ensure the needs of all individuals in the class are catered for, and assisting all children in realizing their potential.
- Assist teachers in the preparation of program activities, including preparation and organization of classroom resources, materials, and equipment.

Reference	Rev.	Date	Page
LA (Primary)	4	2025	Page 2 of 4

- Monitor children’s well-being and report any matters of concern in accordance with school procedures.
- Support student learning in a broad range of curriculum activities.
- Depending on needs, assist children with snacks, toiletry, and dressing activities as required.
- Consult with and maintain good communications with Teachers, other Assistants, and the Head of Section.
- Undertake supervision duties outside of classroom activities, including the playground, excursions, sports activities, and camp supervision as required.
- Assist the teacher in maintaining a safe, happy, and stimulating learning environment for the children, reporting any concerns to the relevant teacher or Head of Section.
- Attend and support a range of school events and activities as required.
- Refer parental requests and communications to the class or specialist teacher at all times.
- Be aware of and follow the school’s policies and procedures and standards of confidentiality.
- Support students with special needs (e.g., anaphylaxis, allergies, physical, or learning disabilities) and ensure correct procedures and practices are adhered to. This may include assisting students with personal hygiene needs.
- Undertake professional learning activities regularly in order to be alert to current professional issues and trends.
- Attend staff meetings, functions, and orientation activities, both during and out of normal school hours, as required.
- Assist students with special needs in participating in school programs.
- Work safely and report any hazards in accordance with school procedures.
- Participate in a cyclical review process to continuously improve knowledge and practice.
- Perform other duties as required.

SELECTION CRITERIA

The incumbent will display the following attributes:

- Certificate III or higher relevant qualification
- Relevant skills and experience as a Learning Assistant
- Strong interpersonal and communication skills with students, staff, and parents
- The ability to work effectively as a member of a team
- The ability to demonstrate patience and care with children
- Adaptability and the ability to prioritise tasks
- An understanding of and commitment to student welfare
- A commitment to child safety, demonstrating an understanding of appropriate behaviours when engaging with children with diverse needs and backgrounds
- The ability to maintain confidentiality
- First aid qualifications, including anaphylaxis and asthma.
- Adequate police check (Working with Children Check)
- Support for the philosophy and values of the school

CONDITIONS

Salary according to qualifications and experience, and as per the *Penleigh and Essendon Grammar School (Teacher, Kindergarten Teacher, Kindergarten Assistant and School Assistant Staff) Agreement 2022*.

CONCLUDING REMARKS

The position description should not be seen as limiting and is open to review, by negotiation, by either party.