

Learning Assistant

Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future- ready. Our mission as a Christ-centered community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

The Position

The Learning Assistant (LA) is committed to the College mission and vision and reports directly to the Director of Learning Diversity. Emmaus College is committed to providing an education that is inclusive and supports each student to achieve their potential. The College recognises that some students require additional assistance to do this. The role of a Learning Assistant is to provide support to individual students/groups under the direction of the subject teacher and the Director of Learning Diversity.

Key Responsibilities and Duties

- Assist individual students or groups of students with specific learning needs via classroom support on an individual basis outside the classroom
- Support student/groups in relation to social interaction with their peers, developing resilience, communication skills and everyday life skills
- Work collaboratively as a member of the Learning Diversity Team
- Follow directions from the Director of Learning Diversity and/or the Learning Diversity Coordinators
- Work with subject teachers and the Learning Diversity Team to assist with the implementation of individualised, alternate, or modified programs for students
- Maintain confidentiality in relation to all students and family information
- Record student observation, participation and any relevant occurrences
- Provide exam supervision for students/groups that have identified needs
- Assist with special provisions for students completing examinations, where required

- Attend excursions, camps, retreats and extra-curricular activities as requested by the Director of Learning Diversity and Deputy Principal, Teaching and Operations
- Attend Program Support Group Meetings (PSG) and take notes as requested
- Attend Learning Diversity Team meetings and relevant Staff meetings and Professional Learning as requested
- Be willing and able to provide support to students with physical incapacities and high needs students on the Autism Spectrum requiring one-on-one assistance. This may include the ability to support students with mobility needs in a wheelchair
- Any other duties as required by the Director of Learning Diversity/Coordinator or Principal.

Organisational Responsibilities

- The class teacher is legally responsible for all students in the class, including NCCD students
- Final responsibility for the student's behaviour and progress rests with the class teacher, not the Learning Assistant
- Teacher and parent queries are to be referred to the relevant Learning Diversity Leader and/or the Learning Diversity Coordinator. A student's progress should not be discussed with parents or other teachers. Confidentiality is crucial. Details of the student's specific needs or program may only be discussed with relevant staff on a need's basis.

Experience and Qualifications

The Learning Assistant will be required to have a current Working with Children Check (Employee). The successful applicant is required to have or be working towards the following competencies/qualifications:

- Diploma of Education Support (or higher)
- First aid, CPR and Anaphylaxis certificates (or willingness to obtain these)

The successful applicant will be willing to support the Catholic ethos of the College and demonstrate a strong commitment to Child Safety. The Learning Assistant will be proactive, demonstrate initiative, and build rapport, trust, and confidence with stakeholders. The Learning Assistant will be able to work both independently and as part of a team and demonstrate an interest in expanding their knowledge of Learning Diversity. The Learning Assistant will require excellent communication and computer skills and the ability to work with a high degree of accuracy and confidentiality.

Terms and Conditions

The College performs thorough assessments of potential and existing employees. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks. This is an Education Support role under the CEMEA 2022, with the level dependent on skills and experience. The working hours are 8.45am to 3.15pm Monday to Thursday, and Friday from 8:45am to 3:05pm (0.78 FTE). The role is a permanent, part-time position. The incumbent will not work during school holidays.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.