

## POSITION DESCRIPTION

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|----------------------|---------------------------------------------------|
| <b>Position:</b>     | <b>Learning Enhancement Assistant (Secondary)</b> |
| <b>Reporting to:</b> | <b>Head of Learning Enhancement</b>               |
| <b>Department:</b>   | <b>Learning Enhancement</b>                       |
| <b>Date:</b>         | <b>August 2025</b>                                |

### Primary Purpose

The primary purpose of the Learning Enhancement Assistant is to support and assist student/s as directed by the Head of Learning Enhancement and other Learning Support Teachers.

### Position in Context

Based at Tintern Grammar, the Learning Enhancement Assistant is responsible to the Head of Learning Enhancement and is part of the Education Support Services team. The Classroom Support Aide works closely with students in small group work, in class and on an individual basis when appropriate. They will assist in the development of appropriate curriculum and environmental modifications when necessary. They will be expected to support the inclusion of learning needs students and students with specific learning needs.

### Freedom to Act / Autonomy

It is the responsibility of the Learning Enhancement Assistant to inform the Head of Learning Enhancement of any important enquiries and any potential issues that may arise in the course of the day.

### Major Activities

#### 1. Direct support to specified student/s

- To be familiar with students' individual and specific difficulties/disabilities
- Modify tasks, (enlarge, reduce, clarify, repeat etc.)
- Supervise and assist students with practical activities
- Monitor and support organisational skills of students
- To assist student/s to participate in specific classroom activities
- To actively support and promote independence – 'Not to do for the students what the students can do for themselves'

#### 2. Support Students

- Assist with preparing the learning and teaching environment
- Assist teachers with modifying curriculum activities
- Assist in implementing recommendations and strategies
- To maintain confidentiality of all information discussed e.g. ILP's, PSG's, formal assessment reports etc.
- Provide supervision and assistance at special events e.g.: excursions, camps, specialist subjects, or therapy sessions. This will be determined by the nature and severity of the student's disability, disorder or special need.

#### 3. Monitoring and reporting

- Report to Head of Department any areas of concern
- Monitor and report on level of difficulty for student completing set tasks to teachers.
- Provide detailed records for Program Support Group meetings.

#### 4. Promote inclusive practices

- Attend recommended training or in servicing
- To be familiar with and actively promote inclusive practices

- To actively support opportunities for normal interactive learning and socialisation if appropriate
- To be alert to situations which create isolation for a student

## **Direct reports**

Nil

## **Contacts – Internal**

- Head of Learning Enhancement Year Prep – 12
- Secondary Teacher

## **Contacts – External**

- Parents of students with learning requirements

## **Competencies Required**

- Teaching qualifications or Education support officer training would be an advantage
- Commitment to the education and welfare of young people
- Strong oral and written communication skills
- Collaborative team member
- Demonstrated ability to establish positive and effective working relationships with students with learning needs, parents and teaching staff
- Good problem-solving skills
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- Computer literacy for word processing

## **Child Safety**

Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.

Tintern Grammar's commitment to Child Safety.

Tintern Grammar is committed to creating and maintaining a school in which all children are safe from harm and in doing so abides by the 11 child safe standards set down by the Commission for Children and Young People [CCYP | The 11 Child Safe Standards](#).

At Tintern Grammar we have a zero tolerance for child abuse, racism and other vilification;

The principles that guide child safety at Tintern Grammar are that:

1. the best interests of the child are paramount;
2. child protection is a shared responsibility of everyone in the School community;
3. all children have a right to feel safe and be safe at school, and have equal rights to protection from abuse and neglect;
4. the School will consider the opinions of students and use their opinions to develop child safety policies and procedures; and
5. the School is committed to providing a culturally safe environment in which the diverse and unique identities of Aboriginal children and young people are respected and valued
6. the School is committed to understanding children and young people's diverse circumstances and providing support and responding to those who are vulnerable, including children with a disability, children from culturally and linguistically diverse backgrounds,

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those who are unable to live at home, lesbian, gay, bisexual, transgender and intersex children

7. the School will take into account the diversity of all children, (including but not limited to the needs of Aboriginal and Torres Strait Islander children), and children who are vulnerable, and make reasonable efforts to accommodate these matters
8. everyone must also comply with the School's Child Safety Code of Conduct, which sets stringent standards for personal behaviour
9. all children, regardless of their gender, race, religious beliefs, age, disability, sexual orientation, or family or social background, have equal rights to protection from abuse.

## OH&S

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangement are in place

*The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Tintern Grammar other work duties not specifically listed herein Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.*

I have read and acknowledge the requirements of this position.

Signed..... Date.....