

WAVERLEY CHRISTIAN COLLEGE Inc

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Position Description

Position: Primary LEAPS Learning Support Assistant & Administrator
Campus: Wantirna South
Employment Status: FTE 0.6 Fixed Term for 1 year
Reports Directly To: Director of Learning Support

Role:

The Primary LEAPS Learning Support Assistant and Administrator provides general administration support to the department and plays a key role in supporting the Director of Learning Support and LEAPS Coordinators in achieving organisational objectives.

Administration - Responsibilities:

- Prepare timetables for Learning Support Assistants in consultation with the LEAPS Coordinators and the Director of Learning Support
- Make alterations to timetables as specific student's needs change and arrange any necessary coverage for any Learning Support Assistant absences
- Prepare monitoring, event or program rosters as required
- Prepare visiting paraprofessional timetables and visiting arrangements in consultation with the Director of Learning Support
- Clearly communicate any changes or regular daily activities, alterations of timetables and other requirements between all staff
- Liaise with LEAPS Coordinators and schedule Program Support Group meetings with relevant parties
- Record, prepare and distribute minutes from LEAPS meetings
- Scan and file documents and maintain the filing consistency of the LEAPS student folder
- Update LEAPS student plans and profiles in consultation with the LEAPS Coordinators
- Assist with the scanning and filing of documentation in relation to Students With Disabilities and the NCCD
- Attend termly LEAPS administrator staff meetings

Working with Students:

- Assist the Class Teacher in the implementation and delivery of educational programs to students on an individual or group basis wherever required
- Support Class Teachers in the modification of the student's program
- Ensure that students have access to and participate safely in school activities
- Attend Program Support Group Meetings to provide feedback and contribute towards student's goals, strategies and report progress
- Make contributions towards the preparation of student's Individual Education Plans in conjunction with Classroom Teachers/LEAPS Teachers

- Update Student Profiles with relevant information under the direction of LEAPS Teachers and Classroom Teachers
- Help the student develop social interaction with their peers, and at all times work to promote the self-esteem of the student
- Provide feedback to the Class Teacher, LEAPS Teacher and Director of Learning Support about how the student is coping with activities, their general learning behaviour and any other observations
- Supervise an integration student in the playground if necessary, and observe safety and social interaction
- Accompany the student on excursions if necessary
- Observe protocols of privacy regarding specific information about students
- Refer all teacher or parent queries to the Director of Learning Support

Professional Duties:

- Model exemplary classroom practice when supporting students
- Attend LEAPS department meetings to discuss student's progress, student's curriculum, pastoral and other matters
- Participate in school wide activities wherever necessary e.g. lunch/recess student supervision, student monitoring, etc.
- To actively pursue best practice in the areas of responsibilities

General

- Working in a cooperative and flexible manner, and maintain good working relationships with other colleagues of the school team
- Undertake such additional duties as might be reasonably requested by the Director of Learning Support or LEAPS Coordinator

Inherent Requirements of the Position

Assistants

- Some bending and crouching
- Standing tasks requiring twisting and turning
- Prolonged periods of standing
- Some repetitive actions
- Able to work in an outdoor environment and differing weather conditions
- Ability and license to drive College cars for specific roles

Occupational Health and Safety Responsibilities

- Ensure, so far as is reasonably practicable, that work areas under your control are without risk to health and safety of occupants
- To have knowledge of, and comply with the College's OHS policies and procedures
- To comply with all safe work practices, ensuring reasonable care of your own health and safety and that of other staff, students and visitors
- Participate in relevant training and induction sessions
- To report all incidents and/or potential hazards to the Bursar and Property Manager as soon as possible

College expectations of you include:

- Be familiar with, and supportive of, the College's policies regarding child safety
- Adherence to College Policies and Procedures
- Support of the Waverley Christian College ethos
- Upholding the College staff dress code

As part of your employment, you are expected to participate in a range of duties beyond clerical/administration responsibilities. The College Calendar provides additional detailed information. These duties may include, but are not limited to:

- Participation in relevant meetings
- Attendance at the first day back for staff, Staff Retreat and end of year function
- Attendance at the General Working Bee, School Concert, Sporting Events and Presentation Night