



## Learning Assistant

Emmaus College is a proudly co-educational Catholic secondary 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 College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school charism and motto 'To Know Christ' comes from the story of the Walk to Emmaus found in Luke's Gospel. At Emmaus College, students are encouraged to live by the core values of faith, knowledge and service and to achieve their best academically. Emmaus aims to promote and enhance student wellbeing, to ensure that the students are able to acquire the skills necessary for 21<sup>st</sup> century learning and to bring students to a knowledge and love of God.

Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures, which ensure a commitment to zero tolerance of child abuse. All actions, and programs will maintain high ethical standards and work in accord with 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.

Staff at the College are committed to the provision of quality professional services for staff, students, and families, which adds value to the school's operations and programs.

## Employees

All employees at Emmaus College are expected to be:

- Supportive of the mission and vision of the College
- Active in promoting and modeling Christian values
- Contributors to a caring and supportive community
- Focused on the needs of the school's clients
- Facilitators of positive and productive community relationships
- Active participants in the professional learning community
- Focused on developing a culture of excellence
- Committed to supporting the holistic education of students
- Continuously improving their skills and knowledge base

## Role Description

The Learning Assistant (LA) is committed to the College mission and vision and reports directly to the Learning Diversity Leader (LDL). Emmaus College is committed to providing an education that is inclusive and supports each student to achieve their potential. The College recognizes 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 Learning Diversity Leader.

## The Learning Assistant will

- assist individual students or groups of students with specific learning needs via classroom support or 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 Learning Diversity Leader and or the Learning Diversity Coordinator
- work with subject teachers and the Learning Diversity Team to develop, implement and evaluate individualised, alternate or modified programs for students
- maintain confidentiality in relation to all student and family information
- record student observation, participation, and any relevant occurrences
- provide exam supervision for the student/groups that have identified needs.
- attend excursions, camps, retreats, and extra-curricular activities as requested by the Learning Diversity Leader
- attend Program Support Group Meetings (PSG) and take notes as requested.
- attend Learning Diversity Team meetings.

### Organizational 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 student's specific needs or program may only be discussed with relevant staff on a need's basis.
- Such other duties as may be required from time to time.

This duty 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 School, and the development of skills and knowledge. Any additional responsibilities, as requested by the Principal or Assistant Principal, shall be determined through consultation and mutual agreement.

### Key Selection Criteria

The successful applicant will be able to demonstrate

- a commitment to the Catholic Ethos and values of the College.
- a Commitment to Child Safety including experience working with children,
- a demonstrated understanding of child safety and a demonstrated understanding of appropriate behaviours when engaging with children.
- must be a suitable person to engage in child-connected work and must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
- a proactive and can-do attitude with the demonstrated ability to build rapport, trust, and confidence with stakeholders
- an ability to encourage good relations with the public and community.

- the ability to provide effective communication through formal channels at all levels.
- an ability to prioritize tasks and work in a harmonious and efficient manner.
- An interest in expanding and increasing knowledge in relation to current position.
- the ability to maintain confidentiality and privacy

### **In Addition**

We have students in Years 7 – 9 who require extensive support to manage physical incapacities and some very high needs students on the Autism Spectrum (also in Years 7 – 9), who require one on one assistance.

- Applicants will require significant physical strength and agility to manage these students.
- applicants may also be required to push a wheelchair and must be physically capable of doing so.

### **Qualifications**

- Diploma or above.
- Satisfactory Police Check.
- Working with Children Check.
- Either possess or be willing to obtain a First Aid Certificate

### **Conditions of Work**

This position is approximately a 0.86 FTE role. The successful applicant will be required to work five days a week from 8.30 – 3.30 pm. 6.5 hours per day) This is an Education Support role Level 3. This role may require working on both the Burwood and Vermont South campus.

The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Records Checks and VIT registration checks.