



Position Description	
Position:	Educational Support Assistant
Campus:	Senior
Learning Area/Department:	Pathways
Reports to:	Director of Inclusion
Key Relationships:	Inclusion Teachers Head of Students Class teachers
School Overview: <p>Located on Victoria's Mornington Peninsula, Woodleigh School is an independent, coeducational school comprising two Junior Campuses, Minimbah in Frankston South and Penbank in Moorooduc and a Senior Campus in Langwarrin South.</p> <p>At the heart of a Woodleigh Education is our commitment to the holistic development of every student within our school. We provide a nurturing and challenging environment that supports students to develop the knowledge, skills and dispositions that they will need to thrive, at and beyond school. We aim to develop independent, resilient, creative and compassionate individuals who can find personal success in life, while making a positive contribution to the communities in which they live.</p> <p>At Woodleigh School, we see the development of academic learning, personal wellbeing, and student engagement as being interdependent. As a result, we promote the development of student outcomes across the essential elements of learning: the understanding of concepts, the acquisition of knowledge, the mastery of skills, the development of productive attitudes, and the ability to perform meaningful tasks in real world settings. We understand that such deep learning is best cultivated in safe, supportive and respectful environments where students can take risks, question their assumptions, respond creatively, and explore new ways of thinking.</p> <p>Woodleigh School is an equal opportunity employer.</p>	
Position Summary: <p>The Educational Support Assistant is responsible for providing support to students with learning difficulties by implementing direct instruction withdrawal lessons under the guidance of the Individualized Learning Teachers at Senior Campus. The Educational Support Assistant will ensure that the student is fully included in learning and will be responsible for working closely with the class-teacher to help facilitate their learning.</p>	
Key Responsibilities: <ul style="list-style-type: none">• Work with students with identified learning needs and help teachers with the delivery of Learning Strategies for students with learning difficulties in conjunction with the Pathways Facilitator.• Deliver daily direct instruction lessons (MacLit) to students with learning difficulties. This will require students to be withdrawn from regular classes.• Work as part of a team to ensure that the well-being, behaviour and personal development of students enhances learning opportunities and life skills.	

- Assist with classroom programs as required, particularly in the development of students' learning program, under the supervision of the classroom teacher.
- Provide in-class support
 - Help students in the classroom with classroom work
 - Help the teacher with administration regarding these students of concern in this class as directed by class teacher or Pathways Facilitator
- Provide thorough written feedback to Director of Inclusion of assistance provided (what, when and to whom) during in-class support
- Be involved in parent conferences as required
- Attend School meetings, Campus meetings and to be prepared to go on Senior Camps
- Be involved in co-curricular programs, attend excursions or camps as required
- Other duties at the direction of the Director of Inclusion (eg filing, scheduling meetings etc)
- Perform additional duties as requested by the Principal

Selection Criteria:

Experience and Skills:

- Must have experience working with children in secondary school, previously as a Teacher Aide
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- Strong interest in Literacy support
- A strong sense of empathy and a warm and welcoming disposition.
- Excellent communication skills, written and verbal.
- Display strong attention to detail.
- Demonstrated ability for self-directed work.
- Be able to multi-task, be flexible and able to manage changing priorities.
- Proven ability to work well autonomously and as part of a team.

Education and Qualifications:

- Trained to deliver Direct Instruction Literacy programs such as MultiLit or Corrective Reading.
- Minimum qualification of a Certificate of Education Support - Integration Aide/Teacher Aide or a Certificate III in Education Support
- Familiar with some targeted intervention strategies and learning programs.

Personal Qualities:

- A commitment to Woodleigh's Values of Respect for Self, Respect for Others and Respect for the Environment
- A commitment to the School's co-curricular, experiential and outdoor education programmes
- Ability to work effectively within a team
- The determination to strive for personal best
- A willingness to innovate and encourage the development of creativity

Conditions of Employment:

- A Working with Children's Check is required for this position.
- Qualification and First Aid Training confirmation is required for this position.
- Woodleigh is an Equal Opportunity Employer and is committed to appointing staff on the basis of merit.
- At Woodleigh School we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm. All staff are to abide by the Child Safety Code of Conduct.

- It is a condition of employment that all staff take responsibility for a safe and healthy work environment and have a commitment to equal employment opportunity and a workplace free from discrimination and harassment.
- All staff are required to observe and uphold all of Woodleigh's Privacy policies and procedures as implemented or varied from time to time.
- Woodleigh operates a smoke-free work environment.

Prepared by:	Emma Hall, Director of Inclusion
Date prepared:	
Employee Signature:	
Date:	