

# WAVERLEY CHRISTIAN COLLEGE Inc

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## Position Description

**Position:** Primary Learning Support Assistant  
**Campus:** Narre Warren South  
**Employment Status:** Casual  
**Reports Directly to:** Director of Learning Support

### Role:

The Learning Support Assistant reinforces the inclusion of specific students by providing direct support or assisting the Teacher in the overall integration process of the student within the classroom.

### Responsibilities:

- Assist the Class Teacher in the implementation and delivery of educational programs to students in an individual or group basis
- Ensure that students have access to and participate safely in school activities
- Being aware of the Class Teacher's expectations of the students in class
- Support Class Teachers in the modification of the student's program
- Emphasise the Class Teacher's instructions and keep the student on task
- Help the student develop social interaction with their peers, and always work to promote the self-esteem of the student
- Offer individual support to enable the student to develop specific skills (social or academic)
- Making yourself and the students you are assisting a part of the whole class setting rather than an isolated unit within the classroom
- Respond to all students in the classroom in a warm and encouraging manner
- Willingly participate in activities, assisting, intervening and encouraging students where appropriate
- Develop an understanding of the specific problems and special programs operating for a student
- Make relevant contributions towards a student's Individual Education Plan and keep relevant records as directed by the Teacher
- 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
- Help with set-up and tidy up of resources, and prepare aids/materials as requested by the Class Teacher
- Attend Parent Teacher Interviews with Classroom Teacher as required, and Program Support Group meetings to discuss student's progress
- 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 with additional learning needs
- Attend LEAPS department meetings to discuss student's progress, student's curriculum, pastoral and other matters
- Promote the general progress and well-being of individual students, and of any group of students assigned
- Participate in school wide activities wherever necessary e.g., lunch/recess student supervision, student monitoring
- Actively pursue best practice in area of responsibility

**General**

- Work in a co-operative 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****Learning Support Assistants / Assistants**

- Contribute proactively to a culture of child safety
- 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 via the reporting system on the Staff Portal 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

## **Administration/Duties**

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