



Position Description: Education Support Learning Assistant

Year Level:	Junior and/or Secondary School
Classification:	Education Support Services
Reports to:	Head of Education Support
Employment Type:	Flexible
Prepared by:	Head of Education Support
Date:	August 2023

1. Purpose of Role

The Education Support Learning Assistant works under the direction of the Head of Education Support with guidance provided by other teachers as required. The purpose of this role is to intervene and provide assistance to students who are failing, or at risk of failing, to meet year level benchmarks or who have significant social and emotional struggles that impact on their learning.

2. Target outcomes

To ensure all students are provided with assistance to achieve competency within the normal range of student outcomes or in accordance with their individual learning plans, by the completion of their current Year level.

3. Responsibilities and Duties

The Learning Assistant is assigned to various students who need additional assistance to reach benchmarks.

The Learning Assistant works under the close supervision of the Head of Education Support and classroom teacher(s).

This will involve the following specific activities and responsibilities:

- Become familiar with the current level and previous work and behaviours of assigned students.
- Become familiar with the students' current Individual Learning Plans. Use information from these to implement strategies to help the student to reach goals set by teachers.
- Run evidence based remedial programs with small groups of identified at risk students.
- Understand the level of skill of each student and the plans and strategies set out in the programs.
- Be familiar with the remedial program activities planned for each student each day and understand and implement the specific activities and duties assigned in each class or period.



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- Attending Program Support Group Meetings to contribute to the development of plans to support students on the program.
- Participation in lunch and recess supervision and reception duty where required by the Head/Deputy Head of Site.
- Maintain student logbooks for students recognised to be at risk.
- Participate in support duties determined by school leaders for assisting with excursions, camps and extra-curricular activities. This may include open days, school productions or other.
- Liaison with teachers about observation of student progress and needs.
- Assist in the planned care procedures of physically disabled students.
- Provide encouragement and positive reinforcement for students.
- Advise Head of Education Support of any problems or concerns relating to the students. Advise classroom teacher if you are assisting in class.
- Report any health concerns of the students that arise while in the learning assistant's care.
- Assist students who require additional support due to physical, academic and social and emotional needs.
- Other duties as required.

4. *Scope of the role*

Typical work-related interactions of the Role

	Daily	Most Days	Weekly	Monthly	Occasional
Students	✓				
Parents					✓
Teaching Staff	✓				
Administration Staff		✓			
Head of Education Support	✓				
Head of School e.g. Head of Junior		✓			
Principal					✓
Head of Site					✓
Business Manager					
Board Members					
External Suppliers/Trainers					
Compliance Bodies					
Other: Specialists (including speech pathologists, OTs and Physios.)					✓

Number of people managed or supervised:

Nil

Annual Budget Expenditure Responsibility:

Nil



Health and Safety Responsibilities

All Employees are responsible to:

- Take reasonable care for the Health and Safety of themselves and any person who may be affected by their acts or omissions at work.
- Cooperate with the management of Maranatha Christian School with respect to any action taken by Maranatha to comply with any legislative requirements and comply with safety procedures and directions.
- Not intentionally or recklessly interfere with or misuse anything provided at the workplace in the interests of health or safety.
- Inform the Principal/CEO, Business Manager, Head of Campus and/or OHS Officer immediately of dangers and accidents and near accidents occurring at the workplace.

Any employee is authorised to cease work if it is considered unsafe to continue working so long as they immediately seek guidance or direction from the Head of Campus or the Manager who has responsibility for managing the employee's work and safety at work, or from the Principal/CEO.

Teachers and other employees who supervise students have responsibilities in relation to the Health and Safety of students to:

- Act in accordance with their duty of care for the students in their care.
- Monitor the actions, behaviour and conduct of students and give directions to students in relation to Health and Safety matters which support and are in accordance with established school rules, procedures and disciplinary procedures and practices.
- Administer first aid and refer students on for more serious first aid or medical treatment if required.
- Complete and submit an accident/incident report for all student health matters which require more than minor first aid, and for all matters requiring an ambulance, or referral for medical or hospital treatment.

In seeking to fulfil their duty of care for students, teachers and others with supervision responsibility for students are not expected or authorised to take any action in an attempt to protect a student if taking that action would also be reasonably expected to put the teacher's own health or safety, or the health and safety of others at serious risk.

Child Safety

The management, conduct and discipline of students is the responsibility of the Principal/CEO. The School Board delegates to the Principal/CEO the development, implementation and oversight of all child safety policies and procedures such that they ensure the safety of all children in the School.

Maranatha Christian School is committed to child safety. We have zero tolerance of child abuse, and all allegations and safety concerns will be treated very seriously and consistently with our policies and procedures. We have legal and moral obligations to contact authorities when we are worried about a child's safety, which we follow. The School has a very clear Code of Conduct that all staff members must abide by. We



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support and respect all children, as well as our staff and volunteers. We are committed to the cultural safety of Aboriginal children, the cultural safety of children from a culturally and/or linguistically diverse backgrounds, and to providing a safe environment for children with a disability.

Each member of staff at Maranatha Christian School must be committed to preventing child abuse and identifying risks early, and removing and reducing these risks, by helping to build a culture of safety. It is essential that each staff member is familiar with and implements correctly the school's child safety policies, including the *code of conduct*, *child protection policy*, *statement of commitment*, and *mandatory reporting policy*. These may be found under policies in the School's portal.

The School is committed to training and educating our staff and volunteers regularly on child abuse risks.

Person Specification

Education and Experience

- Certificate 3 in Education Support or other relevant qualification.
- Current first aid qualification is highly desirable.
- A minimum of 5 years of work experience is desirable and a minimum of 2 years of similar work or work involving close supervision and care of young people is required.

Skills

- Mature life skills.
- Ability and confidence to work with students for whom English is a second language.
- Sound skills in verbal communication, literacy (spelling and grammar) and numeracy.
- Enjoy working collaboratively and happy to work to instructions.
- Good organisational skills.
- Ability to work with and assist students with additional learning and social and emotional needs.
- Familiarity with computer skills including MS Office is desirable.
- Ability to be trained to use our school learning management system (Seqta).

Personal Attributes

- Interest in education and a personal enjoyment of learning.
- Patient, supportive, encouraging and caring temperament, with confidence to enforce relevant boundaries with students.
- Approachable and sensitive to student needs, able to build confidence and encourage trusted working relationships.



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- Flexible to adapt to changes.
- Committed to uphold the vision and values of Maranatha Christian School.

Knowledge

- Working knowledge of Christian Education, including biblical worldview.
- General knowledge of curriculum expectations.
- Working knowledge and sensitivity to people from non-English speaking backgrounds, particularly in respecting and valuing cultural differences.