

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description – Learning Support Assistant ~

Title	Learning Support Assistant (LSA)
Appointed by	The Executive Principal
Responsible to	Head of Learning Support through the Learning Support Coordinator

Accountability

The person will report directly to the Learning Support Coordinator, but also works as part of a team that is integrated into the wider school community.

RESPONSIBILITIES AND DUTIES

1. Overview

Chairo Christian School supports the inclusion of students with disabilities into the classroom to provide enhanced educational opportunities. A strong working relationship between the student and the LSA is a necessary attribute for this position. It is important for the person to be committed to and respect the right of students with disabilities to attend a mainstream school. Where possible, the LSA is encouraged to give support to a range of students in the class, not just those with special needs, to enable the classroom teacher to give increased attention when required to individual students. The aim of LSA support is to help students towards independence.

LSA's do not take a teaching role and are not expected to work unsupervised in the classroom, or in the development of the curriculum.

2. General Expectations

2.1 Teamwork within the Organisation

As a team player in this organisation the staff member will use their professional knowledge to assist in further developing and maintaining a workplace for staff that:

- a. Is founded on the person of Jesus Christ and honours Him in all that we do.
- b. Reflects a community in which Christian love and concern are woven into the task of learning and team work.
- c. You will be required to ensure that you:
 - i. Model a lifestyle that reflects Christian practice and beliefs in your everyday work.
 - ii. Work positively towards the success of School activities and traditions.
 - iii. Help maintain a positive and enthusiastic work environment.
 - iv. Support the ethos that the School requires in its campuses.
 - v. Are aware of your membership in the Christian community and respect and support the directions of the School through the leadership of the Board and Principal.
 - vi. Participate in Performance Management processes to continue developing skills.
 - vii. Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students.

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2.2 Provide an example to all by:

- a. Modelling Christian behaviour, practices and beliefs.
- b. Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents.
- c. Promoting equity of access and receptivity to ideas.
- d. Always acting in the best interests of the School and its ethos.
- e. Modelling the use of appropriate and proper channels of communication.

SPECIFIC DUTIES

The person will be working with the Learning Support Coordinator, other LSA's, teaching staff and students. The responsibilities of the position may include:

- Providing assistance to students to participate fully in the school environment; including classroom and school yard, excursions and camps if required. The person will liaise closely with classroom teachers and assist students as directed by the classroom teacher and school policies.
- To support the achievement of personalised Individual Education Goals and providing agreed adjustments according to the Individual Education Plan.
- Working collaboratively with classroom teachers and Learning Support team.
- Maintaining records as determined by the person responsible for coordinating the Learning Support program.
- Preparing aids, materials and equipment for the student's use.
- Managing student behaviour according to classroom practices.
- Keeping abreast of current practice through attending seminars or in-services.
- Attending SSG's or relevant meetings as required.
- Supporting students in exam/testing situations, including NAPLAN where special provision may apply.
- Providing feedback to classroom teachers regarding social or academic progress of a student.
- Encouraging independence.
- Supporting the development of organisational skills
- Other duties as delegated by the Learning Support Coordinator.

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Child Safety Responsibilities

All support staff members are required to be familiar with the contents of our Child Protection and Safety Policy and our Child Protection Program, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school's Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

QUALIFICATIONS

- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods
- Relevant professional development in regards to child safety, cultural awareness and understanding students with disabilities desirable.

KEY SELECTION CRITERIA

The person requires a 'Working with Children Certificate'. Formal qualifications in Education Support and/or previous professional development in this area is desirable.

The LSA will be able to demonstrate:

- Skills and the ability to work in a positive way with student/s who have social/emotional issues that may present in inappropriate behaviour/s within and out of the classroom
- A preparedness to be involved in professional development with a focus on inclusion
- Well-developed interpersonal and communication skills
- The ability to work closely with teaching and LSA staff and a wide range of young people
- The ability to work both individually and in a team environment
- The ability to assist students with disabilities with a focus on inclusive classroom practices
- Awareness of, and ability to use a range of student aids
- Good Computer Skills.