

WAVERLEY CHRISTIAN COLLEGE Inc

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ABN: 48 847 193 961
Reg No: A0018722X

Position Description

Position:	Enrichment Learning Support Assistant
Campus:	Narre Warren South
Employment Status:	FTE 0.329
Reports Directly To:	Director of Learning Support

Role

The Enrichment Learning Support Assistant assists the Enrichment and Classroom Teachers in supporting students who are Gifted and Talented by providing in-class support and differentiation.

Ministry Specifications

Responsibilities

- Support Enrichment and Class Teachers in the modification of the student's program by providing extension for students individually and in small groups
- Supervise students' extension projects, particularly in English and mathematics
- Assist Enrichment Teacher in the running and supervision of Enrichment programs such as Chess Club, Prime Minister's Spelling Bee etc.
- Accompany and supervise students on excursions if necessary
- Attend and take minutes at Enrichment PSG meetings to discuss students' progress on IEP goals
- Assist students in achieving their IEP goals, such as higher-order thinking, productivity, creativity, self-discipline and teamwork skills
- Encourage in gifted learners a sense of social awareness, commitment to service and respect for the worth and dignity of others
- Make 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 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, Enrichment Teacher and Director of Learning Support on how the student is progressing, their general learning behaviour and any other observations
- Help with set-up and tidy up of resources, and prepare aids/materials as requested by the Class and Enrichment Teacher
- Observe protocols of privacy regarding specific information about students
- Refer all teacher or parent queries to the Director of Learning Support or Enrichment Teacher

Professional Duties

- Model exemplary classroom practice when supporting students with additional learning needs
- Attend LEAPS department and Enrichment PSG meetings to discuss student's progress, 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 and LEAPS activities e.g. lunch/recess student supervision, Chess Club and 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 Enrichment Teacher

Inherent Requirements of the Position

Learning Support Assistants / Assistants

- Contribute proactively to a culture of child safety
- By mutual agreement, participation at excursions and overnight camps
- 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
- Participation in 'in house' professional development act
- 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

Other Key Relationships

- Learning Support Coordinator
- Learning Support Assistants
- Director of Learning Support