



Position Description

Position:	Learning Support Assistant (Junior School)
Position Status:	Part-time (0.8 FTE), fixed-term
Classification:	Level 3, in accordance with the Presbyterian Ladies' College General Staff Agreement 2022-2024
Annual Leave:	Term time only
Reports to:	Head of Junior School. All positions in the College ultimately report to the Principal

Presbyterian Ladies' College

Established in 1875, Presbyterian Ladies' College is a leading Christian independent school for girls from Kindergarten to Year 12, with onsite boarding available from Year 7.

The campus is situated in the east of Melbourne on a 16-hectare site, creating a unique environment of a school in a park.

Our core values, underpinned by our Christian Ethos, are Integrity, Empathy, Courage, Delight and Service, and these provide an enduring foundation for dynamic learning.

The College Mission is an outstanding education within a Christian context that:

- prioritises care
- promotes holistic development and growth
- personalises learning
- provides enriching opportunities
- perpetuates principled living and a service ethic
- prepares students for their time as scholars, thinkers, citizens, advocates, and leaders

Our consistently impressive academic results reflect the high-quality teaching, dedication of the students and visionary leadership for which the College has long been renowned.

We value and nurture the individual strengths and passions of the students. The personal development of our students is our priority with extensive age-appropriate care and wellbeing programs. Asian and European language studies are part of the curriculum from Prep to Year 12 with many students continuing foreign language study through either the Victorian Certificate of Education or the International Baccalaureate pathway.

The students' talents and interests are nurtured within a rich curriculum program, as well as through extensive co-curricular offerings.

Our ultimate goal is to develop girls who are fully prepared and will flourish in their life and work well beyond school as they contribute in meaningful ways to their community as scholars, thinkers, citizens, advocates and leaders.



Position Overview

The Junior School Learning Assistant will work within a team environment to support the smooth running of the Junior School Learning Enhancement Department, supporting the learning of students identified as requiring extra assistance from Prep to Year 6. Whilst most work is within established routines; the incumbent is required to operate in an autonomous manner with respect to the day-to-day carriage of tasks and management of workflow.

Key Responsibilities:

Examples of duties include but are not limited to:

- undertaking face-to-face individual support work with individual students or small groups, working on specific problems or needs in a classroom setting, including some withdrawal support where appropriate
- working under the direction of the Learning Enhancement Coordinator with class teachers to assist to implement strategies outlined on Individual Education Plans for each student
- undertaking planning for individual students learning needs and prepare curriculum support resources as needed, employing your depth of experience and expertise, together with advice from the class teacher, in the planning and delivery of support lessons
- providing biannual LED reports for students in your care
- assisting class teachers with ideas for differentiating for students' learning needs
- assisting class teachers with advice for the writing of Individual Education Plans
- advising class teachers about the NCCD process and documentation for specific students, including processes for recording events, communications, assessments, adjustments, individual learning plans, monitoring strategies etc.
- working closely with the Learning Enhancement Coordinator to ensure a whole school approach to NCCD connecting all teachers and support staff to learning and support, and the NCCD and its processes
- under the direction of the Learning Enhancement Coordinator, sharing in the responsibility for the storage and oversight of the NCC data
- assisting in the provision of the ongoing collection and analysis of data to identify needs of individual students and groups of students
- participating in and contribute to the IEP parent meetings
- providing physical and emotional care for identified students
- working cooperatively as a member of the Learning Enhancement Department, including attendance at staff meetings and LED meetings
- undertake relevant Professional Development
- Other duties as required

Key Relationships:

Internal

- Head of Junior School
- Deputy Head of Junior School
- Principal
- Learning Enhancement Coordinator

External

- PLC students and parents



Qualifications / Registrations / Certifications:

- certificate III in School Based Education Support, or equivalent
- demonstrated work experience in a similar role would be well regarded
- current Working with Children Check (Employee)

Knowledge, Skills and Experience:

- demonstrated experience in a learning support role, preferably within a Primary School setting
- superior level of English grammar, spelling, literacy together with a high level of proofreading skills
- meticulous attention to detail and desire for accuracy
- knowledge and understanding of school administration systems
- ability to be able to professionally communicate with a broad cross-section of the community including students, parents, College staff and external agencies
- integrity, responsibility and self-leadership
- excellent organisational and time management skills
- capacity to maintain positive relationships with staff, students and parents

Key Attributes:

- warm, welcoming and positive manner
- high degree of confidentiality
- exceptional communication skills displaying sensitivity and discretion
- ability to work using own initiative and collaboratively as a team member
- ability to cope with constant interruptions
- ability to work under pressure and to tight deadlines
- ability to identify areas in operating systems that require change
- commitment to the continual upgrade of personal skills and qualifications
- genuine interest in supporting the Head of Junior School to achieve the mission, values and goals of the College
- actively support the College's mission, values and goals in all dealings with members of the school family and wider community

Additional Information Relating to the Position

From 13 May 2024, as a prerequisite of employment, all staff members must acknowledge they have read and understood the contents of the PLC Recruitment Pack and will comply with PLC's Child Safety, Health & Safety, and Policy & Compliance commitments by signing the relevant section in their contract prior to commencing employment.

All appointments of general staff are subject to a satisfactory National Police Check, at the expense of the employer.

Mrs Cheryl Penberthy
Principal

November 2024

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive