



St Margaret's Berwick Grammar

VIRTUTE ET LABORE

St Margaret's Berwick Grammar

Position Description

Title:	Learning Assistant
Campus:	Officer Campus
Reports to:	Director of Inclusion
Level:	Level 3
Tenure:	Ongoing
FTE:	0.8

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.

All potential employees will be required to comply with the School's Child Safe Policy and Code of Conduct.

Primary Purpose

The Learning Assistant is a member of the Inclusive Education Team who works for the successful learning development of students who have been assessed as having specific needs and who require support in the mainstream classroom, and under certain circumstances, outside the classroom. This position will be based at the Officer Campus.

Key Responsibilities

Provide individual support for students as specified by Inclusive Education team

- Support individual students with tasks and activities within the classroom
- Assist students to learn effectively by scaffolding required tasks, appropriate and timely instruction and prompting, allowing time for the students to practise skills and work with increasing personal responsibility and independence
- Monitor student engagement; intervene and assist when appropriate
- Support students to develop organisational and time management skills

- Attend class at the set timetabled sessions, unless alternative arrangements have been made with the class teacher
- Blend unobtrusively into the class with due consideration and respect for the class teacher and the other students
- Build the self-esteem of the students through encouraging language and positive learning experiences
- Meet regularly with the Director of Inclusion and other relevant staff to review the progress of students and the strategies appropriate to meeting established learning goals
- Communicate regularly with the class teacher about the learning needs of the student and how these may be effectively met within the class environment
- View and refer to Student Profiles and Goal and Action Plans or Wellbeing Management Plans and their individual goals, as designed by Inclusive Education teachers and other relevant team members
- Keep a daily record with a brief description of type of support given to each student.
- Any other duties as required from time to time

Occupational Health & Safety

All staff are expected to:

- Adhere to and implement all safe work practices and procedures in accordance with the School's Occupational Health & Safety policy.
- Work safely and report any hazards in accordance with school procedures.
- Monitor and take full care of the health and safety of others within area of responsibility.
- Participate when required in the resolution of safety issues.

Child Safety

- Adhere to and implement all Child Safe policies, practices and procedures.

Staff Expectations

All staff are expected to:

- Conduct themselves with professionalism at all times and in line with all St Margaret's Berwick Grammar Policies and Procedures.
- Be a positive voice of support for the school with existing and prospective families, staff and others in the community

Key Relationships

- Inclusive Education team members
- Administration and academic staff at St Margaret's Berwick Grammar
- Students
- School community
- Relevant associations and governing bodies

Skills and Experience

- Professional manner with a focus on assisting individual students with their learning
- Openness to responding to advice of relevant staff members in relation to student needs
- Excellent interpersonal skills (written and verbal) to enable effective communication at all levels

- Ability to use initiative to best address specific needs at any given time
- Sound understanding of relevant subject skills and content
- Demonstrated ability to work independently and collaboratively in a team environment
- Flexibility and willingness to undertake a variety of tasks, prioritising as required
- Strong organisational, time management and planning skills
- Strong problem-solving skills

Additional training/requirements

- Certificate in School-Based Education Support (or equivalent)
- Provide First Aid (Level 2)
- First Aid Management of Anaphylaxis
- Police clearance
- Working with Children Clearance