



POSITION DESCRIPTION

TITLE:	Learning Support Aide
AREA OF APPOINTMENT:	Learning Support
AWARD:	Educational Services (Schools) General Staff Award 2020 Curriculum/resources Services Grade 1 Level 2.1/2.2 depending on experience
LOCATION:	Ulverstone/Burnie Campus Staff may be asked to work at either Campus
TERMS OF EMPLOYMENT:	Learning Support Aide hours will vary depending on area employed - up to maximum of 5.5-6 hours per day Part-time: for up to 37 weeks per year (school terms only)
LINE OF RESPONSIBILITY:	Head of Learning Support
POSITION OBJECTIVE:	Provide support to allocated students under the guidance of the classroom teachers and the Head of Learning Support for the delivery of quality Christian education, and care, in accordance with the approved national framework.
DIRECTIONS/SUPERVISION RECEIVED:	Receives direction, guidance, and information feedback from teaching staff, the Head of Learning Support and Senior Staff.

ESSENTIAL REQUIREMENTS:

Personal Attributes, Skills, Knowledge, and Experience

- Proven commitment to Christian faith including active/regular involvement in a church.
- Must hold a current Working with Vulnerable People card.
- Be eligible to become a member of the Leighland Christian Parent Controlled School Association Inc.
- Be aware of and have an understanding of the Australian Curriculum.
- Ability to develop supporting and caring relationships with young people within appropriate boundaries.
- Ability to work collaboratively and flexibly within a team environment.
- Ability to consistently check in with teaching staff to work collaboratively in the support of students with disabilities.
- Highly developed observation skills.
- Knowledge of Child Safety procedures.
- Ability to work 1:1 or with small groups of students with varying disabilities and needing a variety of educational adjustments to support their learning.
- Ability to work with all teaching staff, students, and families within the community.
- Demonstrated interpersonal, computer, written and oral communication skills to communicate effectively with the Learning Support Team and teaching staff.
- Ability to ensure adherence to Work Health and Safety regulations.
- Abide by Staff Code of Conduct policies.
- Display an impeccably high level of trust, integrity, and confidentiality.
- Participation in Staff appraisals.
- Assistance in record keeping.

DESIRABLE REQUIREMENTS:

- Certificate 3 in Education Support.
- Relevant professional development in understanding children with disabilities.
- Proven experience working in a Learning Support setting or similar.
- Understanding of Christian Education.

SPECIFIC AREAS OF RESPONSIBILITIES:

- Assist teachers in the planning, implementation, assessment and review of a high quality and diverse educational program that meets the needs of students with diverse learning needs.
- Actively support students to participate in the learning program.
- Relate to and work with students of all ages, Primary or Secondary.
- Assist in observations of student learning and growth.
- Record data and observations.
- Promote health and safety of students by supporting them in hygienic practices, personal safety and supporting medical plans.
- Attention to safety policies, risk management and procedures.
- Ensure all students and families are provided with a safe and welcoming environment at all times.
- Support students in the routines for school.
- Provide support for an environment that covers all areas of development: spiritual; cognitive; emotional; fine and gross motor skills; social and creative.

PRE-AMBLE

Leighland Christian School is committed to providing a safe and effective workplace in accordance with the application of contemporary management practices and principles. All employees are expected to participate in maintaining safe working conditions and practices and to promote and uphold the principle of fair and equitable access to employment/promotion, personal development and training and the elimination of workplace harassment and discrimination. Smoking is prohibited in any building, on the grounds or in any school LCS vehicle.

All employees are expected to work in accordance with the prescribed policies especially in relation to matters pertaining to areas of WH&S, Mandatory reporting, Confidentiality, Duty of Care, Privacy and Legal issues.

PERSONAL REQUIREMENTS:

- Commitment to Christian Education.
- Good interpersonal and communication skills with students and peers.
- Personal skills of flexibility, adaptability as well as a high degree of motivation.
- The ability to work positively and collaboratively in a team.
- Provide support in establishing and maintaining standards of student behaviour.
- Proven experience working in a Learning Support setting or similar.
- Understanding of The Australian Curriculum.
- Organisational skills.

KEY WORKING RELATIONSHIPS:

- Head of Learning Support
- Teachers

CHILD SAFE STATEMENT

Leighland Christian School is committed to providing a child safe environment. We want our students to be safe, happy, and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability. All staff at Leighland Christian School are required to complete the School's child protection training program. The staff handbook contains copies of the School's Child Protection and Safety Policy, Child Safety and Mandatory Reporting Policy and the Child Safety Code of Conduct, which all staff are required to read.