

# LEARNING SUPPORT TEACHER AIDE POSITION DESCRIPTION



Churchie.

## POSITION DESCRIPTION AND SELECTION CRITERIA

Position Title:	Learning Support Teacher Aide
School / Organisational Department:	Learning Support
Reports To:	Senior Learning Support Coordinator
Type of Employment:	Part Time, Term Time, Fixed Term
Date:	November 2023

### Primary Purpose of the Position

The Learning Support Teacher Aide will, through the School's Learning Support team, provide direct and timely specialist assistance to students in regular classes with additional learning support needs, as identified by the Senior Learning Support Coordinator and the Deans of Studies. This role will work cooperatively, under the direction of the Senior Learning Support Coordinator and the Deans of Studies, to provide a supportive, well-organised classroom environment in which students are encouraged to achieve to their fullest potential.

The role will work with all senior students from Years 7 through to 12.

*Please note the School reserves the right to alter this position description based on operational needs.*

### Key Accountabilities

#### Learning Support Assistance

- Provide direct support for students with additional learning and support needs through a range of strategies (including direct instruction, delivery of learning programmes, assessment and monitoring of progress);
- Support students in areas of social integration, language and communication, literacy, numeracy and behaviour. This may include students with confirmed disabilities or students that have sustained an injury through their co-curricular commitments or otherwise;
- Provide personal care duties as required to physically impaired students including bathroom duties;
- Support students learning through working with small groups and one on one, keeping a close liaison with Learning Support and class teachers;
- Be an active and proactive support in the classroom environment for all students;
- Assist in the maintenance of a supportive, safe and effective learning environment for students;
- Assist with administrative tasks associated with identified students by the Learning Support Teachers and Deans of Studies;
- Support students with the organisation of homework and assignments;

- Be a presence in examinations and assist in examinations, as required. For example, if a student is required to sit in a separate room, scribing (this may include non-learning support students);
- Participate in intervention programmes for example reading programme, go on camps, outings to assist students;
- Establish and maintain an appropriate level of confidentiality pertaining to students, ensuring that all comments regarding the progress of Learning Support students are taken through the relevant Learning Support teachers and Deans of Studies;
- Utilise modern technology and IT wherever possible to support/optimize student learning; and
- Contribute towards the pastoral care and personal development of students.

### **Student Learning Resources**

- Develop and implement appropriate resources and strategies to assist the students under your care with their planning, organisation and behavioural needs;
- Collaborate and support Learning Support teachers and subject teachers, regarding the teaching and learning materials for learning support students;
- Collate and present Student Information Sheets for the Learning Support teachers, prior to the start of each year as required;
- Work with the Learning Support teachers to collate NCCD information;
- The ability to read, interpret and apply external testing data such as NAPLAN, Academic Assessment Services, ACER and Emotional Intelligence data; and
- Provide administrative support, as directed, for the Learning Support Teachers.

### **Special Provisions for support and student tracking**

- Upload special provisions as required in Synergetic for all identified students; and
- Keep abreast of all relevant learning support provisions as outlined by the authorities from NAPLAN, the QCAA and the International Baccalaureate Diploma Programme.

### **Other Information**

Applicants are expected to be committed to the principles of Christian education and will comply with the School's values, code of conduct, and standards for all staff and volunteers.

### **Personal Growth**

- Pursue professional development opportunities both at Churchie and externally in order to keep abreast of changes in education and appropriate subject areas;
- Maintain membership of appropriate professional bodies, and participate actively in their seminars, conferences and workshops.

### **Spiritual Awareness**

- Attend Staff Chapel services as a model for colleagues.

### **Community Service**

- Support Community Service initiatives at the School.

## Work, Health and Safety

- Take reasonable care to ensure personal safety and health at work and that of other persons in the workplace;
- Observe all safe working practices as directed by the supervisor and the use of personal protective equipment as and when provided;
- Churchie is an equal opportunity employer and is committed to providing a safe and healthy work environment free from discrimination, harassment or bullying;
- Smoking (inclusive of vaping under QLD legislation) is prohibited in all areas of the School campus which includes but is not limited to buildings and vehicles;
- Report ALL accidents, incidents and hazardous situations arising in the course of work.

*From time to time additional duties may be required by the supervisor, the executive or Headmaster.*

## Child Protection

All employees of Churchie are required to familiarise themselves with the Protecting Children and Young People in Anglican Education Policy. It is required they have a responsibility for the promotion and safeguarding the welfare of students with whom they come into contact with and ensure compliance with the Schools' Code of Conduct and Statement of Commitment at all times. As such all potential employees are subject to a screening process prior to appointment. During the course of carrying out their duties, if an employee becomes aware of any actual or potential risks to the safety or welfare of children in the school, they must report any concerns with the Student Protection officer immediately. All staff at Churchie are required to hold a current Working with Children Check (Blue Card) QLD; be registered with and maintain registration with the Queensland College of Teachers (QCT); or have a current and valid registration with the Australian Health Practitioner Regulation Agency (AHPRA) prior to commencement and throughout the term of employment.

## Selection Criteria

1. A recognised qualification such as Certificate III or IV in Education Support plus relevant experience supporting Learning Support students and students with special needs. A strong understanding of learning support diagnoses.
2. Current First Aid Qualification including CPR & Mental Health (preferred).
3. Interpret and apply external testing data and understanding of the special provisions required by NAPLAN, QCE and the International Baccalaureate Diploma Programme (preferred).
4. High skill level with technology, utilise a variety of learning aids, including assistive technologies and MS Office and Teams with an understanding of database functionality, prior experience with a school database system preferred.
5. Demonstrated administrative organisation and time management skills. Skilled practitioner in being highly accurate and timely when given assigned tasks.
6. Strong communication, interpersonal and public relations skills. The ability to work as part of a team.

7. Well-developed oral and written communication skills and ability to attend to a high level of customer service.
8. Ability to work as part of a dynamic team and prioritise tasks according to the needs of the team within which you support.
9. Willingness to support the spiritual, community and cocurricular life of the School.
10. As this is a non-academic appointment, the successful candidate must have proof of eligibility to work in Australia and have hold a current Working with Children Check (Blue Card) QLD.