



## *Learning Support Assistant Position Description*

**Position Title:** Learning Support Assistant

**Reporting To:** Head of Learning Support

---

### *Purpose of the position*

St Andrews Christian College is committed to providing support for all students with additional learning needs and/or disabilities in order for them to flourish. This is primarily undertaken through directly supporting classroom teachers in their care and differentiated instruction of these students.

The role of the Learning Support Assistant is to liaise with the Head of Learning Support, the Learning Support Teacher and classroom / subject teachers to support students in all aspects of their learning, providing a range of appropriate strategies to assist their learning and to help them achieve their God-given potential.

***St Andrews Christian College has a commitment to child safety, and has zero tolerance for child abuse.***

***Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.***

---

### *Key Responsibilities*

#### **Support in the Classroom / Support of Student Learning**

- Assist students as directed by the classroom/subject teacher and Head of Learning Support and Learning Support Teacher;
- Work with a small group of students on adjusted tasks as required;
- Support students while the teacher works with a focus group;
- Work on specific goals as identified on a student's Individual Education Plan (IEP);
- Liaise with the teacher, Head of Learning Support and Learning Support Teacher;
- Supervise individual students in the playground or yard where the student is experiencing social or physical difficulties;
- Encourage and develop independence;
- Establish positive relationships with students who are sensitive.

#### **Other Tasks/Requirements**

- Pass on relevant information or feedback to teachers / Learning Support team;
- Attend excursions, camps, competitions and other relevant curricular and co-curricular events as directed or required;
- Attend out of school hours events as required;
- Liaise with and attend regular meetings with the Head of Learning Support / Learning Support Teacher;

- Keep notes of work done with students on school device which must be completed by the following week;
- Knowledge of and adherence of the College's Policies and Procedures;
- Attend and participate in morning staff devotions and staff meetings as required;
- Other duties requested by the Principal, the Deputy Principal and/or Head of Learning Support.

---

### *Key Selection Criteria*

- An active, strong personal Christian faith and regular attendance at a Christian church;
- Attained a Certificate III in Education Support (minimum), or relevant experience;
- Understanding of special needs and disabilities as they relate to students and their education;
- Be familiar with, and supportive of the values and ethos of the College;
- Ability to communicate effectively with students, team members, teachers and parents;
- An ability to be patient, empathetic and flexible;
- Provide a Working With Children Clearance.

---

### *Personal Characteristics*

- Adherence to and acceptance of the College's Statement of Belief;
- Able to model Christ in all aspects of work and in relationships within the College community;
- A willingness to further develop personal knowledge and understanding of appropriate strategies for supporting students with additional learning needs and/or disabilities by participating in professional development;
- Professional presentation, effective interpersonal and communication skills;
- Ability to work independently and as an effective team member;
- A willingness to readily adjust to changes in the work environment;
- Ability to use technology effectively in the role;
- Must be able to perform some physical work inherent in job functions.

---

### *Employment Conditions*

- Working hours 8:15 am to 4:00 pm, with a 45 min lunch break.
- Working during term time, with some additional time required for staff meetings and professional development. Attendance is expected on non-student days, unless prior approval is obtained from the Head of Learning Support. Work arrangements for these days should be discussed and agreed upon with the Head of Learning Support.
- Be willing to work after hours to attend College events/activities.
- All staff are required to be aware of and adhere to all College policies. St Andrews Christian College is committed to ensuring that every member of the College community is aware of our Child Safety policy and standards, and that we have a zero tolerance of child abuse in any form.