

Position Description

Position: **Learning Assistant**

Reporting to: Head of School

Type of Position: Part-time (negotiable)

Review Date: Nov 2019

Summary:

Bayside Christian College is a co-educational, ELC to Year 12 Christian College.

Learning Assistants (also known as Teacher Aides) work alongside Teaching staff to enhance the learning process. This generally involves the provision of support and assistance to individual students who have been identified as being at risk, or who have special needs.

Key Responsibilities and Tasks:

- Provide support to students identified at risk and/or as determined by the classroom teacher
- Under the direction of the classroom teacher, provide general assistance of a supportive nature
- Carry out literacy work in an intervention program with a small group of students
- Communicate and contribute with associated teachers over planning and learning activities
- Participate in meetings to support students identified at risk
- Assist teachers with care of children on school excursions, sports days, and other out of classroom activities
- Assist in the maintaining of classroom tone and conduct for the enjoyable and efficient learning of all students
- Assist with the preparation and distribution of teaching aids
- Assist with clerical duties associated with students at risk
- Undertake approved professional development (PD) as directed by the appropriate Learning Support Coordinator or member of the College Leadership Team.

General requirements:

- Be familiar with the Staff Handbook, and comply with its contents;
- Be familiar with and adhere to the College's policies and practices, including the College's Child Protection Policy and Child Safety Code of Conduct;
- Contact the Head of School/Daily Organiser prior to 7.45 am should you not be able to perform your duties;
- Seek approval from the Head of School should you be required to be away from the premises; and
- A current Working With Children Check is a requirement of this role (unless VIT registration is held).

Person Specifications:

- Demonstrated classroom experience working directly with students who have specific learning support requirements
- A solid understanding of and commitment to the mission and philosophy of the College
- Strong interpersonal skills, including a sensitive and caring manner and the ability to build rapport with students, staff and parents
- Good organizational ability
- Computer literacy with experience in word processing, web tools and email
- A high standard of personal presentation and integrity
- Able to show initiative and to use common sense
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.

It is a requirement of this position that the College's Child Protection Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of College's Child Protection Policy and Child Safety Code of Conduct.

This Job Description may change at the discretion of the Principal and is subject to be reviewed annually.