



St Andrew's
School 1850

Position Description

Learning Support Assistant

POSITION TITLE:	Learning Support Assistant
RESPONSIBLE TO:	Deputy Principal – Learning and Teaching
TIME FRACTION:	Part Time
QUALIFICATIONS:	Relevant qualifications and experience
INDUSTRY AWARD:	St Andrew's School Enterprise Agreement 2019
CLASSIFICATION:	School Administration Services Level: Relevant to Experience

Our Purpose... (Why we exist)

To continue the rich tradition of excellence in independent specialist primary education that prepares children for success in life.

Our Vision... (What we aspire to be)

St Andrew's is Australia's leading specialist primary school, inspiring children to be collaborators and innovators, making meaningful contributions to their diverse communities.

Our Mission... (What we do)

St Andrew's offers early years and primary education for families seeking an exceptional independent, co-educational school with Anglican values.

Our Values

We act with integrity.

We value creativity.

We enable belonging.

We celebrate success.

ROLE

A Learning Support Assistant supports the classroom Teacher by working to enhance the effective provision of differentiated learning experiences and assisting in the provision of optimal duty of care for students in an environment where the emphasis and priority is on working directly with students in either a group or one on one situation.

KEY ATTRIBUTES

1. **Results Achieved** – delivering the duties outlined herein and expected outcomes
2. **Internal Customer Satisfaction** – building and maintaining optimum services to school
3. **Personal-** demonstrating organisation; work ethic; self-motivation
4. **Teamwork** – adopting a collaborative team ethic
5. **Communication** – ensuring clarity of communication in all dealings
6. **Problem Solving** – identifying, resolving and implementing solutions
7. **Procedures** – compliance
8. **Process Improvement** – seeking to continuously improve systems
9. **Welfare Health & Safety** – compliance to all safety policies and procedures

GENERAL DUTIES

- Assist in the educational and social development of students under the direction and guidance of the Deputy Principal – Learning and Teaching and class teachers
- Assist in the implementation of Individual Learning Plans for students and help monitor their progress
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Assist class teachers with maintaining student records
- Support students with emotional or behavioural problems and help develop their social skills
- Utilise resources from other allied bodies (such as the AISSA, Autism SA) under the direction of the supervising teacher
- Help with general housekeeping and kitchen tasks
- Communicate with parents, Teachers, Deputy Principal - Learning and Teaching, and School Counsellor

SPECIAL EDUCATION DUTIES

- Adapt classroom activities, assignments and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing learning objectives
- Deliver intervention programs under the direction of the Deputy Principal - Learning and Teaching and/or supervising teacher
- Administer first aid and medical assistance as instructed by a health care professional (e.g. diapering, medication etc.) for the purpose of meeting health care needs and/or developing children's daily living activities and behavioural skills
- Assist students in and out of wheelchairs if required; transporting students in their wheelchairs in and around school and on field trips for the purpose of ensuring the student gets to and from school and to the proper places safely
- Tailor lessons to an individual student's needs and monitor and record a student's progress or behaviour in an effort to better meet a student's needs.
- Work closely with teachers to prepare resources to help meet learning objectives
- Attend meetings and onsite/offsite professional learning (e.g. first aid, CPR, emergency procedures, behaviour management, ILPs, etc.) for the purpose of acquiring and/or conveying information relative to job functions
- Monitor students during assigned periods within a variety of school environments (e.g. lunch, playground, classroom, restroom, field trips, assemblies etc.) for the purpose of maintaining a safe and positive learning environment

- Perform clerical tasks (e.g. making copies, filing etc.) for the purpose of helping the teacher get instructional materials ready

ADMINISTRATIVE DUTIES

- Monitor student participation and progress, providing feedback to teachers
- Assist in planning and preparing the learning environment, setting up learning spaces and preparing materials and supplies
- Support class teachers in photocopying and other tasks in order to support teaching
- Assist classroom teachers as necessary

STANDARDS AND QUALITY ASSURANCE

- Support the aims and ethos of the school
- Set a good example in terms of dress, punctuality and attendance
- Attend team and staff meetings
- Undertake professional duties that may be reasonably assigned by Deputy Principal - Learning and Teaching and/or the class teacher
- Be proactive in matters relating to health and safety
- Maintain a professional attitude and loyalty to the school
- Treat all children with dignity and respect
- Maintain confidentiality about children, their families and other employees outside the School

WORK HEALTH & SAFETY

All staff are required to take reasonable care for their own health and safety and that of other personnel who may be affected by their conduct.

The selection of the successful candidate will be based on how well that person is able to meet the key responsibilities listed above, in terms of abilities, experience, personal qualities and educational philosophy.

As the programmes and activities of St Andrew's School are based upon strong Anglican principles and traditions, the successful applicant should be supportive of and comfortable within such an educational environment and abide to the Schools Values.