

TINTERN GRAMMAR

EXCELLENCE & CONFIDENCE, SIDE BY SIDE.

POSITION DESCRIPTION

Position:	Learning Enhancement Assistant
Reporting to:	Head of Learning Enhancement
Department:	Learning Enhancement Department
Date:	February 2017

Primary Purpose

The primary purpose of the Learning Enhancement Assistant is to support and assist student/s as directed by the Head of Learning Enhancement and other Learning Support Teachers.

Position in Context

Based at Tintern Grammar, the Learning Enhancement Assistant is responsible to the Head of Learning Enhancement and is part of the Education Support Services team. The Classroom Support Aide works closely with students in small group work, in class and on an individual basis when appropriate. They will assist in the development of appropriate curriculum and environmental modifications when necessary. They will be expected to support the inclusion of learning needs students and students with specific learning needs.

Freedom to Act/Autonomy

It is the responsibility of the Classroom Support Aide to inform the Head of Learning Enhancement of any important enquiries and any potential issues that may arise in the course of the day.

Major Duties and Responsibilities

1. Direct support to specified student/s

- To be familiar with students' individual and specific difficulties/disabilities
- Modify tasks, (enlarge, reduce, clarify, repeat etc.)
- Supervise and assist students with practical activities
- Monitor and support organisational skills of students
- To assist student/s to participate in specific classroom activities
- To actively support and promote independence – 'Not to do for the students what the students can do for themselves'

2. Support Students

- Assist with preparing the learning and teaching environment
- Assist teachers with modifying curriculum activities
- Assist in implementing recommendations and strategies
- To maintain confidentiality of all information discussed e.g.: ILP's, PSG's, formal assessment reports etc.
- Provide supervision and assistance at special events e.g.: excursions, camps, specialist subjects, or therapy sessions. This will be determined by the nature and severity of the student's disability, disorder or learning need.

3. Monitoring and Reporting

- Report to Head of Department any areas of concern
- Monitor and report on level of difficulty for student completing set tasks to teachers.
- Provide detailed records for Program Support Group meetings.

4. Promote Inclusive Practices

- Attend recommended training or in-servicing
- To be familiar with and actively promote inclusive practices
- To actively support opportunities for normal interactive learning and socialisation if appropriate
- To be alert to situations which create isolation for a student

Direct reports

Nil

Competencies Required

- Teaching qualifications or Education support officer training would be an advantage
- Commitment to the education and welfare of young people
- Strong oral and written communication skills
- Collaborative team member
- Demonstrated ability to establish positive and effective working relationships with students with learning needs, parents and teaching staff
- Good problem solving skills
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- Computer literacy for word processing

OH&S

Employees are responsible for:

- Carrying out their duties in a manner which does not adversely affect their own health and safety or that of others
- Cooperating with measures introduced in the interests of workplace health and safety
- Undertaking any training provided in relation to OH&S
- Immediately reporting all matters which may affect workplace health and safety to the OH&S Manager or Property Manager
- Correctly using any information, training, personal protective equipment and safety devices provided
- Refraining from intentionally misusing or recklessly interfering with anything that has been provided for health and safety reasons
- Undertaking only those tasks for which they have authorisation and/or the necessary training, and for which all necessary safety arrangements are in place.

Child Safety Commitment

- Tintern Grammar performs thorough assessments of potential and existing employees. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks and Working with Children Checks.
- Tintern Grammar's commitment to Child Safety.
- Tintern Grammar is committed to the safety, participation and empowerment of all children. All members of our community, including employees, contractors, agency staff and volunteers, have an important role in providing students with a safe and nurturing environment in which to prosper and thrive. Tintern Grammar has zero tolerance of child abuse and all allegations and safety concerns will be treated very seriously and consistently within our policies and procedures.
- Tintern Grammar is committed to preventing child abuse through identifying risks early and removing and reducing these risks. We have robust human resources and recruitment practices in place.

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Contacts – Internal

Head of Learning Enhancement

Year 7 – 12:

- Year Level Coordinators
- Classroom Teachers

Members of the Learning Enhancement Department

Contacts – External

Parents of students with special learning needs

The purpose of this position description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Tintern Grammar reserves the right to modify this position description in consultation with the incumbent from time-to-time depending on its operational needs and requirements.

I, have read and acknowledge the requirements of this position.

Signed.....

Date.....