

Position Description



**EMMANUEL
ANGLICAN
COLLEGE**

Learning ~ Living ~ Leading

Position

Learning Support Assistant

College Overview

Emmanuel Anglican College is a coeducational Anglican school in Ballina, New South Wales. The College shares a passion for a holistic education designed for learning, living and leading that anticipates the possibilities of the future.

Our Purpose

We seek to grow each student to become a person of character who is inspired by excellence and adaptability, whose life is modelled on that of Jesus, and who, through courage, creativity, compassion and citizenship, strives to create a better world.

Position Overview

The Learning Support Assistant has a responsibility to provide effective assistance to teachers to enable them to enhance the learning outcomes of their students. The Learning Support Assistant will work as a member of the Learning Support Team to implement strategies, programs and support that will enable student learning.

Key Responsibilities

The following responsibilities are not exhaustive but are indicative of the scope and nature of the role.

Support for Students

- Promote the inclusion and acceptance of all students.
- Establish constructive relationships with students and interact with them according to individual needs.
- Assist with the development and implementation of Individual Education/Behaviour Support Plans, and/or Communication, Sensory and other programmes.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Provide support for the individual students, under the direction of the teacher, to engage students and support learning, behaviour and integration.
- Provide support and assistance to students with additional physical and/or social and emotional needs.
- Work with groups of students to implement targeted programs that support student learning, growth and development.

Support for Teachers

- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the supervision of students during break times to enable students to integrate and experience success.
- Monitor students' responses to learning activities and accurately record achievement/progress as directed.



- Provide detailed and regular feedback to teachers on student achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents within and beyond the classroom in line with established policy and encourage students to take responsibility for their own behaviour.
- Administer routine tests, help invigilate exams and undertake routine marking of students' work where appropriate.
- Create and maintain a purposeful, structured and supportive environment, in accordance with lesson plans and assist with the display of students' work.

Participate as a member of the Learning Support Team and the College Community

- Participate in learning support meetings and relevant staff meetings
- Attend worship services for staff and students as required
- Attend and assist with relevant activities such as assemblies, carnivals etc
- Participate in relevant staff training sessions
- Assist with developing learning support programs and plans and sourcing resources
- Contribute effectively to the implementation of learning support programs and Individualised Learning Plans.
- Complete documentation and administrative tasks as required

Contributing positively as a member of a team, actively promoting WHS procedures and working collaboratively with College staff.

Knowledge, Skills and Qualifications

- Qualifications in Education Support or equivalent.
- Experience in a school setting, including supporting students with a range of physical, social/emotional and cognitive needs.
- Passionate about understanding how students learn and the ability to support the development of classroom environments that meet the needs of all learners.
- The capacity to work as a member of a dynamic learning support team.
- A current Working With Children Clearance (NSW).
- First Aid Qualification.

Personal Qualities and Attitudes

- Ability to work collaboratively and be an active team member
- Well developed skills of time management and organisation
- Work effectively under direct supervision
- Willingness to be involved in co-curriculum activities
- Supportive of the College's ethos and vision
- Energetic, proactive and able to demonstrate initiative
- A high level of interpersonal and communication skills
- Loyalty and commitment to the College, students and staff
- Adhere to and abide by the expectations of Emmanuel Anglican College Code of Conduct



Remuneration

The appointee to this position will be remunerated as a School Assistant on Level 3 of the salary scale in accordance with the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement.