



JOB DESCRIPTION & PERSON SPECIFICATION

College Department	Inclusion & Diversity
Position:	Learning Assistant
Position Classification:	Lutheran Schools Officer Grade 2
Tenure:	As per Employment Agreement

COLLEGE PURPOSE

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Learning Assistant is responsible for delivering quality educational support to enhance student learning outcomes. This role involves supporting teachers in the implementation of educational programs, activities, and interventions for students, including those with identified learning needs. The Learning Assistant will work under the guidance of a Learning Leader for Inclusion & Diversity and Classroom Teacher/s to facilitate student inclusion and access to learning, both within the classroom and in specialised areas.

Additionally, the Learning Assistant will assist teachers by performing various administrative duties, including photocopying, preparing resources, and other general tasks under the direction of a Learning Leader for Inclusion & Diversity and the Classroom Teacher/s.

2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Learning Assistant reports to a nominated Learning Leader for Inclusion & Diversity. All staff members are ultimately responsible and answerable to the College Principal.

Where appropriate and as time allows, the Learning Assistant is expected to provide support and act in a backup capacity to maintain staffing levels and the functionality of the Learning Assistant team across the College.

It is also expected that the Learning Assistant will maintain effective and ongoing communication with all relevant staff to ensure that the best learning opportunities are readily available to College students.

3. Special Requirements

The Learning Assistant is employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement. A 12-week probation period will apply to permanent employee contracts.

4. Extent of Authority

The Learning Assistant reports to a nominated Learning Leader for Inclusion & Diversity, who oversees work priorities, workloads, and any matters not covered by policies and guidelines. The Learning Assistant operates under the direction of Classroom Teacher(s).

The Learning Assistant will abide by College policies and procedures and perform all reasonable duties as requested by the College Leadership Team.

JOB DESCRIPTION

5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Learning Assistant encompasses activities within the following Key Result Areas (KRAs):

Student Learning Support

- Prioritise student support for learning and wellbeing above all administrative duties
- Implement and deliver adjusted student learning programs and activities under the direction of a Learning Leader for Inclusion & Diversity and/or a classroom teacher/s
- Work in partnership with teachers, under their direction, to support identified student learning goals
- Assist in the delivery of intervention programs tailored to students with identified learning needs
- Promote the inclusion, wellbeing, self-esteem, independence and acceptance of all students, including those who have experienced trauma, social/emotional challenges or disability
- Encourage students to interact and engage in classroom activities
- Provide emotional and social support to students
- Assist teachers with managing student dysregulation and behaviour, communicating social/emotional needs
- Assist with supervision and student support during student break times when timetabled to do so
- Under the direction of a teacher, work with individuals and/or small groups of students and take responsibility for their learning
- Assist in setting up and managing alternative learning spaces, such as flexible learning units
- Maintain records regarding student learning needs for staff as requested by a Learning Leader for Inclusion & Diversity
- Accompany teaching staff and students on excursions and other out of school activities as required. This can involve taking responsibility for a group under the supervision of a teacher
- Communicate to teachers any difficulties, concerns and successes regarding students
- Assist teachers with the collection, preparation and distribution of learning materials and teaching resources
- Work flexibly across the College (R-12) to support students learning and social/emotional needs

First Aid & Health Services

- Assess medical conditions within the scope of training and qualifications, and administer first aid as needed
- Have knowledge and a clear understanding of emergency procedures, College policies and the legal requirements associated with providing a safe environment for students and staff, and be able to implement strategies to meet requirements

- Document any incidents relating to child welfare and safety in accordance with College policy

Other KRA

- Work collaboratively as a team member, attend training, and participate in meetings and performance reviews as required
- Attend staff professional development programs as required

Statement of Flexibility

This job description outlines the primary duties and responsibilities of the role. However, as the needs of the College evolve, the incumbent may be required to undertake additional tasks within their capability and expertise. Flexibility and adaptability are essential in responding to changing priorities, and the role may include duties as reasonably directed, commensurate with the incumbent's grade and experience, to support the College's objectives.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Certificate III in Education Support or other relevant tertiary qualification (desirable)
 - South Australian Working with Children Check for paid employment
 - Qualifications in First Aid
 - Approved Mandatory Notification training (this can be organised by the College)
 - Valuing safe communities (this will be organised by the College)
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2. Personal Skills, Abilities & Aptitude

The tasks below are indicative of the role and responsibilities of a Learning Assistant:

Skills

- Well-developed communication skills
- Demonstrated high-level literacy, numeracy and ICT skills
- Demonstrated ability to work effectively with students with a broad range of ability and diverse learning and social emotional skills
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature
- Critical thinking and problem-solving skills to assist with managing student behaviours
- Organisational and time management skills

Ability to

- Work with children with diverse learning and social/emotional needs
- Clearly and effectively communicate with students, teachers, and other staff members
- Work cohesively in a team environment as well as working autonomously where required
- Maintain high levels of confidentiality, demonstrating professional language, discretion and respect for the dignity of children and their families when discussing students
- Follow directions, prioritise student learning and meet set deadlines
- Work with students across varied year levels from Reception to Year 12

Aptitude

- A personal commitment to the College's Purpose, Values, Vision and Mission that underpins the delivery of a Christian based education to students in the College community is essential
 - Have an interest in supporting others and providing exceptional levels of service to students
 - Have a natural affinity with people and developing successful relationships
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3. Experience

- Experience working in a learning support role within a school (desirable)
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4. Knowledge

- Knowledge of inclusive education practices, procedures and instructional techniques in a mainstream school setting
 - Demonstrate theoretical knowledge in relation to students with barriers to learning, including challenges in literacy and numeracy and social/emotional difficulties
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5. Work Health and Safety

All staff are expected to comply with the College's WHS Policy by taking reasonable care for their own health and safety, as well as that of colleagues and others in the workplace. This includes using and maintaining equipment correctly, keeping work areas free from hazards, reporting safety incidents promptly, and ensuring that their actions do not place others at risk. Staff must also cooperate fully

with St Martins Lutheran College in all measures required to maintain a safe and healthy work environment.

6. Classification Level

The position of Learning Assistant carries a Classification Level of Lutheran Schools Curriculum Officer Grade 2. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

7. Performance Standards & Review

A Performance Development Plan is undertaken with a Learning Leader for Inclusion & Diversity to assess the ability to meet the demands of the role, identify areas where additional skills training may be required, and evaluate job satisfaction.

APPROVAL

Job Description & Person Specification Approved

(Principal (Print Name)

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: