



Presbyterian Ladies' College

MELBOURNE

Position Description

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| Position: | Learning Support Assistant |
| Position Status: | Part-time (0.6 FTE), ongoing |
| Classification: | Level 3.1, in accordance with the Presbyterian Ladies' College General Staff Agreement 2019-2021 |
| Annual Leave: | Term-time only |
| Reports to: | Head of Learning Enhancement. All positions in the College ultimately report to the Principal |

Presbyterian Ladies' College

Presbyterian Ladies' College Melbourne is a leading ELC-Year 12 Christian independent school for girls offering both the VCE and International Baccalaureate. PLC has an outstanding academic tradition, an international focus and strong pastoral and co-curricular programs focusing on encouraging leadership, service and life-long personal development and learning.

PLC seeks to appoint staff with the highest professional skills who can actively support the Christian teachings and ethos of the College. All staff must commit to a culture that supports and embraces Child Safe Standards.

Position Overview

The primary role of a Learning Support Assistant is to support teachers with targeted students who have specific educational needs to access the curriculum.

Key Responsibilities:

- work under the guidance of the Head of Learning Enhancement, Year Level Coordinators, Counsellors and other relevant teachers
- attend meetings to review a student's program
- implement programs, as advised by staff, which will support the individual needs of the students
- report progress to the Head of Learning Enhancement and appropriate teachers
- apply professional judgment and discretion and be aware and respectful of maintaining confidentiality when working with students

General Duties:

- support teachers in the delivery of educational programs to students with disabilities and learning needs and ensure that these students participate safely in school activities
- work collaboratively with the teacher to ensure the students are integrated into the classroom unit as much as possible
- be aware of the teacher's expectations of the students in the class and to support teachers in the modification of students' programs
- respond to all students in the classroom in a warm and encouraging manner
- work cooperatively with teachers, students and members of the Student Support team
- actively participate in activities, assisting, intervening and encouraging students where appropriate

Specific Duties:

- develop an understanding of the specific needs and special programs operating for students
- provide feedback to the class teacher and the Head of Learning Enhancement about how the students are coping with activities, their general learning behaviour and any other observations
- reinforce the teacher's instructions and keep the students on task
- assist the overall social and emotional development of the students with their peers supported by the Counselling Department and support teams
- prepare aids/worksheets and materials to be used for the students, as planned and requested by the appropriate staff
- offer individual support to enable the students to develop specific skills
- supervise students during recess and lunch if necessary
- accompany the student on excursions (as deemed necessary)
- attend support group meetings if required between teachers and other Learning Enhancement Department staff
- attend regular meetings to review a students' program

In addition:

- the class teacher is legally responsible for all students in their class
- the Learning Enhancement Department is responsible for developing programs deemed necessary for the student; the Support Teacher facilitates the implementation of these
- final responsibility for the student's behaviour and progress rests with the class teacher, not the Support Teacher
- refer all teacher or parent queries to the Head of Learning Enhancement
- confidentiality is crucial. Details of a students' special needs or program may only be discussed with relevant staff

Responsibilities may also include:

- communication - assistance in the classroom with communication. This may include note-taking, putting material onto audio cassettes or preparing special materials such as Social Stories
- social skills development - students may require help in developing appropriate social skills in small or large group situations

- classroom skills development - assistance to enable the students to participate in specific classroom activities
- intensive supervision - students with disabilities may require one-to-one support to ensure their own and/or other students' safety in such activities as school camps, excursions, technology classes, PE and Sport

Qualifications / Registrations:

- Relevant qualification or demonstrated work experience in a similar role
- Current Working with Children Check (Employee)

Key Relationships:

- Learning Enhancement Department
- Senior School Teachers and Staff

Additional Information Relating to the Position

We provide a challenging, stimulating and nurturing Christian environment that is dedicated to the learning and development of the whole person – academic, emotional, social, creative, physical and spiritual.

We value:

- learning that is inspired by faith
- endeavour that enables the achievement of excellence
- service that defines leadership

We seek to promote the development of staff and students who exhibit the following attributes:

- *Scholar*: a confident and engaged person with an inquiring mind who takes responsibility for their learning
- *Thinker*: a creative, reflective and adaptive person who uses their intelligence to serve for greater good
- *Citizen*: a thoughtful, kind, and open-minded person with an informed world view, a well developed social conscience and a sense of justice that is grounded in the values of Christian faith
- *Advocate*: a passionate person with a strong sense of agency who affects society and those around them in positive ways
- *Leader*: an articulate, capable and responsible person of integrity who works collaboratively, has a heart for service and uses their education to make the world a better place

All staff are required to:

- uphold the values and actively support the Christian ethos of the College
- be active participants in the College's pastoral care system and to actively support Year Level Coordinators and the Deputy Principal (Pastoral, Students and Staff) or the Head of Junior School in caring for all students
- attend scheduled staff meetings, House meetings, Year Level meetings, School Assemblies, Chapel Services, Whole School, Year Level and House events

- participate in co-curricular programs and outdoor education, attending a week long (5 day) camp each year
- undertake all rostered duties
- develop and maintain professional relationships with colleagues
- adhere to all College policies
- maintain current certifications and training as appropriate to position requirements
- be eligible to work in Australia

In attending to child safety all staff must:

- provide a safe and welcoming environment for all PLC students and any young people who visit PLC to engage in PLC approved activities
- promote the safety and wellbeing of children and young people to whom PLC provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in PLC approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to a Child Safety Officer
- maintain valid VIT or WWCC (Employee) documentation
- report to the Principal any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

In attending to Occupational Health and Safety all staff must:

- participate in OHS related training
- adhere to Presbyterian Ladies' College's OHS policies and procedures
- comply with instructions given for the health and safety of themselves and of others, and adhere to safe work procedures
- actively participate in the development of risk assessment and / or job safety analysis, identifying, assessing and controlling hazards
- report all hazards, injuries, incidents and near misses via Wyse and to the OHS Manager
- assist with workplace inspections
- cooperate with management in its fulfilment of its OHS legislative objectives
- take reasonable care to ensure their own health and safety and that of others, and to abide by their duty of care provided for in the legislation

Child Safety Commitment

All students who attend Presbyterian Ladies' College Melbourne (PLC) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by, PLC in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and / or linguistically diverse backgrounds, and those with a disability.

Staff Obligation to Child Safety

All staff at Presbyterian Ladies' College Melbourne (PLC) take an active role, and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 *Child Safe Standards*. The PLC Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking, to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Staff Obligation to Privacy

All PLC staff gain access to private and confidential information in the course of their duties. PLC Staff are expected to share this information in a professional context within the PLC community. Any confidential information may not be shared with any person beyond those expectations.

Mrs Cheryl Penberthy

Principal

November 2021

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.