



## POSITION DESCRIPTION

**POSITION:** Employee Assisting Student Learning

**REPORTS TO:** The School Principal

**CLASSIFICATION:** SO Level 3

**SCHOOL/COLLEGE:** Shalom College

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### Purpose of Position:

Under limited supervision of the Principal or nominee provide support services to classroom teachers with student learning either individually or in groups

### Key Characteristics:

**Skills:** Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy  
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education  
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality  
Apply knowledge with depth in some areas & a broad range of skills  
Some discretion and judgement are involved in selection of equipment, work organisation, services, actions and achieving outcomes within time constraints  
There is a range of roles and tasks in a variety of contexts  
There is some complexity in the extent and choice of actions required  
Work within routines, methods and procedures

**Supervision:** Work will be carried out under limited supervision of an academic staff member and may be checked in relation to overall progress  
Broad guidance will be provided  
May involve a level of autonomy when working in teams

### Supervision of Others:

Peer assistance may be provided to others  
An employee may have limited responsibility for the guidance of the work of others  
Team coordination may be required

**Qualifications:** Junior Certificate is the minimum formal requirement

### Typical Duties:

Typical duties performed include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role
- Assist student learning, either individually or in groups, where some discretion and judgement are involved in evaluating and assessing (under the supervision of an academic staff member(s)) the learning needs of students
- Within routines, methods and procedures carry out liaison between the school, the student and the student's family where some discretion and judgement are involved
- Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs

- Support students in relation to their physical needs where some discretion and judgement are involved
- Under the limited supervision of an academic staff member and/or the Learning Support Coordinator assist developmentally appropriate student learning either individually or in groups where some discretion and judgment are involved in evaluating and assessing the learning needs of students
- Follow classroom protocols and expectations as stated in the School handbook
- Work with academic staff in the implementation of Support Programs
- Take direction from academic staff
- Support student participation in extra-curricular activities
- Attend and participate in Learning Support Team Meetings
- Maintain and update records
- Provide verbal reports to the Learning Support Teacher
- Perform a range of clerical duties, as directed
- Undertake relevant Professional Development
- Exercise confidentiality with Staff/Student information and show tact and discretion in all interactions related to the role

Specific Duties: (Level 3)

- Support and implement the school's Behaviour Management guidelines and procedures
- With guidance from the classroom teacher and Learning Support Teachers, adapt and modify activities to cater for individual student needs
- Implement and manage programs for small groups or individual students as directed by LEU (Learning Enhancement Unit) staff
- Communicate with appropriate members of teaching staff regarding concerns for students, learning activities, routines, relationships and safety issues
- Assist teaching staff in the supervision of students with all concerns/problems referred to teaching staff for resolution as required
- Consult with classroom teachers on a regular basis regarding routines, practices, program evaluation, planning and other related work issues
- Work collaboratively with classroom teachers to identify students who may require additional support or evaluation
- Work collaboratively with teachers and visiting specialists to facilitate outcomes for students with special needs
- Maintain anecdotal records and report student progress to LEU staff for use in reviewing students' progress
- Collect relevant data and contribute to formation of students' IEP (Individual Education Plan) goals
- Participate in and support the EAP (Education Adjustment Program) process where applicable
- Support students in relation to their physical needs where some discretion and judgement are involved
- Support student participation in extra-curricular activities including field trips, excursions and camps
- Provide verbal and /or written reports to the classroom teacher and/or Learning Support Teacher when applicable
- Assist student learning, either individually or in groups, where some discretion and judgement are involved in evaluating and assessing the progress of a student/students whilst working on the set task.
- Assist the teacher in identifying new strategies for student learning if required.
- Undertake relevant Professional Development as negotiated with the LEU Coordinator
- Exercise confidentiality with Staff/Student information and show some discretion in all interactions related to the role
- Make relevant resources that will assist with learning in the classroom
- Assist teachers with the supervision of students
- Assist the teacher in the preparation of student work eg. photocopying, making charts
- Assist teachers in implementing Standardised Tests with students as requested by the teacher
- Be aware of and comply with all aspects of mandatory reporting in relation to Child Safety
- Support members of teaching/LEU staff in development and maintenance of student files
- Undertake appropriate administration duties as directed by LEU staff