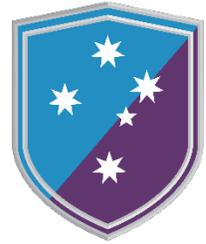


Position Description

Southern Cross Grammar Classroom Support Middle School



SOUTHERN CROSS
GRAMMAR

School Profile

Located in Caroline Springs, Southern Cross Grammar features curriculum and pedagogy based on proven educational research combined with a global outlook. The school offers new opportunities and choices that are intellectually stimulating, progressive and exciting.

We strive to open new doors for all of our students by recognising each student's personal achievements, goals and dreams. We see what's possible and then take each student on a journey to make it a reality.

We believe in creating the very best possibilities for all of our students and look forward to our students, staff and families discovering this difference.

Student Centred Vision

The following student attribute statements represent the collective goals of the Southern Cross Grammar Passion, Futures, Thinking and Clinical Principles and are intended to continually guide and shape the journey of our learning community.

Be an ethical, compassionate and socially responsible citizen.

Actively listen to others and value different points of view.

Accept responsibility and demonstrate accountability for your own learning.

Take risks and value mistakes as an opportunity to learn.

Question, investigate and reflect upon your learnings.

Have high aspirations, be curious about the world and demonstrate connectedness in a variety of ways.

Understand your own talents, strengths and weaknesses, and be respectful of the rights and feelings of others.

Be creative problem solvers and lateral thinkers.

Be resilient, determined and to persevere through adversity.

Demonstrate leadership and entrepreneurial qualities

Staff at Southern Cross Grammar should not only support and guide students in achieving this vision but they should also demonstrate through action these values in all areas of endeavour.



Position Description – Learning Support

Position title	Classroom Support Middle School
Department	Student Services
Position reports to	Head of Student Services (F-12)
Working relationships	Teachers, students, all Student Services staff, teaching and non-teaching staff, SCG families
FTE	1.0 FTE Terms 2 and 3, 2020
Classification	Level 2.2 Southern Cross Grammar Enterprise Agreement 2017- 2021

The Position

Classroom Support staff are employed to assist students who have assessed needs, and a personalised learning plan to address their identified needs, to enable access to and participation in the programs at Southern Cross Grammar.

Classroom Support staff work within the Student Services team and support staff to know and understand the needs of individuals and groups of students. Students may require support and/or extension. SCG protocols and practices underpin the provision of personalised learning and support. This is a contract position to support students currently enrolled at the school. The Classroom Support position is required during term time (calendared teaching and professional development days) to support students in the Middle School as appropriate. Classroom support staff may play many different roles (social, emotional, physical and academic) and require the ability to adapt their skills over time.

Qualifications

- Classroom Support staff should have appropriate qualifications and/or experience, such as a certificate or Diploma (or higher) and experience supporting students in a classroom setting. Excellent communication and interpersonal skills are essential.

Key Duties and Responsibilities

- Under the direction of the Head of Student Services, Literacy and Numeracy Improvement Coordinators teachers, and classroom teachers, the Classroom Support position will support students both remotely and on-site with identified learning needs to engage in learning individually and in class, group, and whole school settings
- Assist with the development of individual education plans and have a working knowledge of goal development and strategies for support
- Assist with the development of the Student Services timetables
- Assist with the management and timetabling of Student Support Group meetings
- Assist with the organisation and delivery of student wellbeing programs
- Recommend resources and learning materials for students with a range of needs (e.g sensory toys)
- Provide learning support consistent with the identified needs and recommended level of personalised support for students in Years 5-9 under the direction of the classroom teacher



Position Description – Learning Support

- Interpret and follow individual education plans for students to assist in the provision of personalised student learning
- Assist students to access eLearning and support equipment as appropriate
- Consult and collaborate with colleagues
- As directed by the Head of Middle School and/or Head of Student Services, liaise with family members and other professionals working with students so as to gain insights and learn strategies that may help, and then maintain records of communication
- Use evidence to contribute to the monitoring, evaluation, review and writing of Individualised Learning Plans and the support provided (QDTP, supplementary, substantial, extensive)
- As directed, maintain electronic and paper documentation showing evidence of students' personalised learning and support (eg student records, daily notes and records of contact) to be used to monitor and review personalised learning plans
- Contribute to report writing as appropriate
- Communicate effectively, displaying high level interpersonal skills and initiative, in order to be a high functioning team member
- Support student agency, self-confidence and independence
- Facilitate peer support and inclusive practices
- Offer regular and timely student pastoral care
- Model appropriate behaviours
- Respect confidentiality, show sensitivity and employ tactful, responsible and ethical behaviours
- Assist in preparing, maintaining and clearing away teaching resources
- Ensure the health, welfare and safety of students at all times
- Be prepared to attend school events such as Staff Meetings, Parent-Teacher meetings, school functions, Professional Development, excursions and camps.

Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with SCG's Child Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
Implement strategies that promote a healthy and positive learning environment
- Demonstrate duty of care to students in relation to their physical and mental well being.

Characteristics of Classification

Staff are expected to:

- Exercise good judgement and assist with improving student learning outcomes.
- Work effectively as part of a collaborative team for the benefit of students.
- Demonstrate active support for the learning environment
- Model professional behaviour
- Support the philosophy and ethos of the School.



Position Description – Learning Support

Position Requirements

- Current Working with Children Check
- National Police Check
- IT proficiency i.e. word, excel, publisher and outlook
- High attention to detail
- Confidentiality.

Key Contacts

- Principal and other members of the Executive Team
- Head of Student Services and the Student Services Team
- Staff, students and the school community.

Conditions of Employment

- A salary will be paid according to qualifications and experience.
- Salary packaging benefits and staff professional learning opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Employment and leave provisions as outlined in the National Employment Standards (NES).
- Southern Cross Grammar is an equal opportunity employer.
- Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All staff are subject to and expected to comply with the Child Safe Code of Conduct and the School Child Safe Policy as amended or varied from time to time.

<i>Document Date</i>	<i>Department</i>	<i>Manager Approval</i>	<i>Principal Approval</i>
<i>1 May 2020</i>	<i>Student Services</i>		