



# Learning Assistant

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| Position reports to | Head of Learning Enhancement and Diversity                            |
| Classification      | C-2.2 General Staff, Southern Cross Grammar Enterprise Agreement 2023 |
| FTE                 | 0.8-1.0 FTE, Term-time only   |

## Purpose

Learning Assistants are employed to assist students who have additional needs, and require a personalised learning plan to address their identified needs. This support enables participation and access to programs at Southern Cross Grammar.

Learning Assistants work with the Learning Enhancement and Diversity team and Teachers to know and understand the needs of individuals and groups of students who may require support and/or extension. SCG protocols and practices underpin the provision of personalised learning and support. The Learning Assistant position is required during term time (calendared teaching and professional development days) to support students as appropriate. Learning Assistants may play many different roles (social, emotional, physical and academic) and require the ability to adapt their skills over time.

## Key Aspects of the Role

- Under the direction of the Head of Learning Enhancement and Diversity and classroom teachers, the Learning Assistant position will assist students with identified learning needs to engage in learning in individual, class, group, and whole school settings
- Contribute to the development of individual learning plans and have a working knowledge of goal development, strategies for support and adjustments to put in place
- Provide learning support consistent with the identified needs and recommended level of personalised support for students under the direction of the classroom teacher
- Assist with personal care and meals for students requiring special care
- Assist with supervision of pupils in playgrounds, at camps, excursions, sporting activities and therapies
- Assist with the organisation and delivery of student programs for those with learning needs
- Interpret and follow individual learning 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
- 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
- Model appropriate behaviours
- Respect confidentiality, show sensitivity and employ tactful, responsible and ethical behaviours and inclusivity
- Assist in preparing, maintaining and clearing away teaching resources
- Ensure the health, welfare and safety of students at all times
- Attend school events such as Staff Meetings, Parent-Teacher meetings, school functions, Professional Development, excursions and camps as required.



## Key Working Relationships

- Principal and other members of the Leadership team
- Head of Learning Enhancement and Diversity
- Staff, students and School Community

## Work Health and Safety

Staff are required to:

- take reasonable care for their own health and safety and that of other staff who may be affected by their conduct
- demonstrate an awareness of Work Health and Safety issues, and have a working knowledge of the School's health and safety policies and procedures
- participate Work Health and Safety related training
- promote a safe working environment by raising work health and safety concerns in a timely manner and reporting any notifiable incident or health and safety matters to the Principal, or member of the OHS committee.

## Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe

All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the school's Child Safe Policies, Code of Conduct and any other policies and procedures relating to child safety, including Child Safe Standards
- Undertake annual training to maintain compliance with all child safety legislation, standards and regulations.

## Key Capabilities

- Confident in working autonomously and in a team setting to produce quality outcomes for students
- Clear sense of personal accountability and initiative
- Effective time management strategies and the ability to prioritise workload
- Well-developed IT knowledge and skills including a knowledge of, and experience in, the application of digital technologies in the area of inclusive education
- High level interpersonal, written and verbal communication skills
- Effective organisational and administration skills
- Genuine interest in the School, students and families in the School Community.
- Commitment to undertake ongoing training and professional development to assist students with specific needs

## Conditions of Employment

- Current Working With Children check and National Police Check
- Appropriate qualifications and/or experience, such as a Certificate or Diploma (or higher)
- Salary packaging benefits
- Employment and leave provisions as outlined in the Southern Cross Grammar Agreement 2023
- Employer Superannuation contributions as prescribed under the Superannuation Guarantee Legislation
- Current level 2 First Aid and CPR Certificate, Asthma and Anaphylaxis training or willingness to undertake
- Southern Cross Grammar is an equal opportunity employer.