POSITION DESCRIPTION

<table>
<thead>
<tr>
<th>Title:</th>
<th>Learning Assistant – Learning Enhancement</th>
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<tbody>
<tr>
<td>Faculty/Department</td>
<td>Junior School/Senior School</td>
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<tr>
<td>Salary Level / Range</td>
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<tr>
<td>Reporting To:</td>
<td>The Principal through the Co-ordinator of Learning Enhancement</td>
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<tr>
<td>Date:</td>
<td>September 2016</td>
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The heart of education is the education of the heart and, as such, the very core of all caring school and morally mindful education communities is a well-structured and considered pastoral care system that provides quality pastoral care for all students. Learning Assistants are key figures in the support of students at A.B. Paterson College. Not only do they maintain effective communication between students and their classroom teachers, they also have an integral role in the development of a collaborative culture.

Being a Learning Assistant is a demanding position that requires wise judgement, much decision-making and a particular facility for relating well to many different groups of people within the fabric of the College. These duties require individuals to demonstrate highly effective management and administrative skills. The Learning Assistant – Learning Enhancement reports to the Head of Learning Enhancement and works under the direction of the specific teachers within the year level to which he or she is attached. Duties include preparation of materials, some assistance in working with small groups, management of IEPs and other associated paperwork, and supervision of students in outside playtime. Naturally, the specific duties involved would depend on activities etc. as determined by the Head of Learning Enhancement.

ROLE SCOPE:

**Administration of College Prep-Year 12**
- Leadership in maintaining and developing College ethos, philosophy, values and standards among students, parents and staff;
- Set and maintain standards of excellence in the outcomes applied to students of A.B. Paterson College by all staff within the College;
- Fostering a positive morale, a sense of teamwork amongst all staff within the College in the context of a P-12 environment;
- Identify and advocate for changes and strategies to improve the ethos and educational delivery to improve student outcomes within the College;
- Comply with all College policies and procedures as outlined in the Staff Handbook, College Manuals and the College’s Enterprise Risk Management System (Netols), including organisational and risk management processes as required;
- Attend any College events as deemed appropriate by the Principal; and represent the College at external events and occasions as required by the Principal.
**Student's Introduction to the School Community**

It is very important that every student is known and is made to feel welcomed and cared for within the College. The following duties need to be considered within the context of these important objectives:

- **Administrative Tasks**
  In conjunction with the class teacher, be aware of relevant medical, academic and pastoral information of students within the designated classes of work.

- **Pastoral Supervision and Care**
  Pastoral care is the total climate of care that exists in the College. It is concerned with promoting a student’s personal, social, and academic growth.
  
  a. In conjunction with the class teacher, deliver proactive strategies contained within the Pastoral Care Curriculum;
  b. Be supportive of the Pastoral Care Curriculum and the Ethos of the College;
  c. In conjunction with the class teacher, apply alternative pastoral care strategies through collaboration with other key pastoral care providers.

- **Behaviour Management**
  In order to be effective, students must become self-disciplined, have self-control and respect the rights of others. Such “discipline” requires a conscious effort by all staff members to embrace a philosophy and practice of behaviour management that:
  
  a. Emphasises due rights, responsibilities and rules;
  b. Allows appropriate collaboration;
  c. Minimises hostility;
  d. Develops and maintains respectful treatment;
  e. Develops a climate of choice within a rights-responsibility framework;
  f. Provides due right of reply;
  g. Follows up and follows through with disruptive students; and
  h. Includes a wide support base to facilitate improvement and enable a positive working and social environment for students and staff alike.

  In order to achieve this, Learning Assistants will:
  
  a. In conjunction with the class teacher, develop and implement effective Behaviour Management Strategies;
  b. Collate and distribute necessary information concerning individual student behaviour issues;
  c. Record and organise adopted behaviour management strategies;
  d. Follow processes of restorative justice.

- **Administration and Management**
  Effective administrative and management skills are imperative to the success of the Learning Assistant role. There is a requirement for all Learning Assistants, in conjunction with the class teacher, to maintain practical administrative systems and procedures so that each progress is accurately recorded. In addition, efficient management practices need to be adopted to ensure that issues are resolved promptly and effectively. This can be achieved by:
  
  a. Regularly updating and filing all relevant student records under the direction of the class teacher;
  b. Maintaining the integrity of confidential records;
c. Developing effective communication, collaboration and a sense of shared responsibility with students and pertinent staff.

- **Academic Supervision**
  The Learning Assistant plays a vital role in monitoring the academic progress of each student in his/her group. In addition, they play a crucial role in initiating effective strategies to help students improve their current performance. This can be achieved:
  a. In conjunction with the class teacher, providing appropriate feedback and follow up to students and staff;
  b. In conjunction with the class teacher, establishing effective support systems and strategies to assist students to improve;
  c. By being aware of all College Policies;
  d. By supporting curriculum support staff in the development of IEPs and the assistance of students with special educational needs.

- **Community**
  It is imperative that Learning Assistants do their utmost to develop a sense of community within their groups; that they encourage students to embrace the concepts of inclusion, shared responsibility, empathy and support. Learning Assistants can encourage and engender the development of this type of ethos by:
  a. Developing a positive milieu within the group;
  b. Providing opportunities for new friendships and positive relationships to develop between students;
  c. Knowing each child, their interests and achievements.

- **Parent Communication**
  The Learning Assistant should refer all communication from parents to the relevant class teacher to manage.

**Teaching and Learning**
- Ensure the College remains at the forefront of educational practice through leadership and modelling of *Teaching for Understanding*, College teaching and learning practices, and associated research;
- Assist in the delivery of lessons to students requiring support, as required by the class teacher.

**Co-Curricular Activities**
- As required, actively promote the co-curricular programme by attending sports games, musical productions, or club/society group meetings to support staff and students.

**Community**
- Promote and assist the development of the College as a Professional Learning Community;
- Ensure the highest standards of communication are maintained between all stakeholders of the College.

**KEY RELATIONSHIPS:**
**Internal:**
- Principal;
- Assistant Principal;
- Head of School;
- Teachers

**External:**
- Children and families
- Other stakeholders as required
This document covers the broad results expected from the position and will form the basis of specific objectives to be agreed and reviewed on a regular basis.

| Technology: | • Demonstrated computer skills including Word, Excel, PowerPoint, Outlook and other relevant databases |
| SELECTION CRITERIA: |  |
| Experience and Expertise: | • Demonstrated highly effective management and administrative skills  
• Demonstrated ability to manage multiple tasks through to completion in a busy work environment.  
• Ability to work effectively as part of a team.  
• Strong customer focus and ability to liaise effectively with staff and parents  
• Contribute as a member of a team for improvement of services to the stakeholders  
• First Aid Certificate including Asthma and Anaphylaxis management;  
• Current Blue Card. |
| Qualifications | • Certificate III Education Support |
| College Values: Excellence, Care and Commitment | • Actively contribute to the general philosophy and spirit reflected in A.B. Paterson College policies, procedures and guidelines |
| Health & Safety | • All health and safety policies and procedures are understood and followed  
• Identified hazards are efficiently and effectively addressed  
• Participation in health and safety audits of work is proactive  
• An understanding of emergency and evacuation procedures is demonstrated |