



## **LEARNING ASSISTANT (TEACHER AIDE) POSITION DESCRIPTION**

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**REPORTING TO:** Director of Student Wellbeing

**CAMPUS:** Werribee

**TENURE:** Casual

### **INTRODUCTION:**

Heathdale Christian College is a co-educational, Kindergarten to Year 12 Christian College operating at Werribee and Melton being Prep to Year 12.

Learning Assistant Positions will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College.

### **KEY OBJECTIVES:**

This role is to offer support and assistance to students that have a range of specific needs. This position also assists the class room teachers to successfully implement the curriculum and school programs. Your role will enhance and develop the learning opportunities for students.

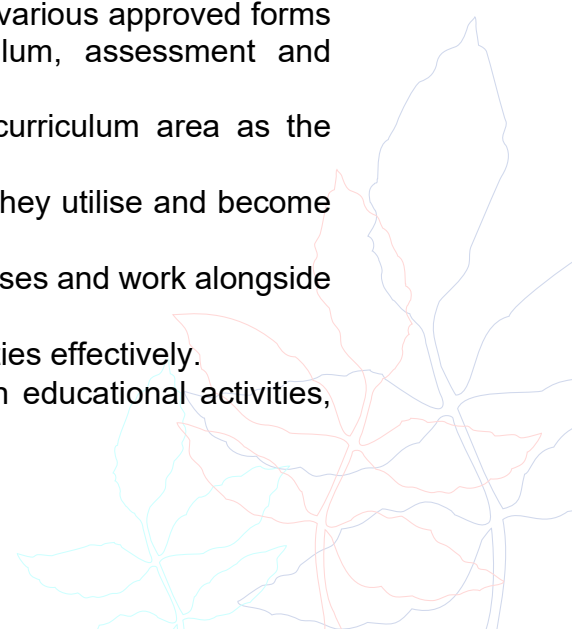
### **KEY RELATIONSHIPS:**

- Director of Student Wellbeing
- Learning Enhancement Coordinator and Staff
- Learning Assistant Support Officer
- Staff
- Students

### **KEY RESPONSIBILITIES & DUTIES:**

#### **Key responsibilities**

- Liaise and support teachers as they implement various approved forms of programs that support year level curriculum, assessment and reporting, and events.
- Assist teachers to engage students in each curriculum area as the College embraces changes going forward.
- Offer practical helps for staff in classrooms as they utilise and become familiar with approved programs.
- Prepare and support staff during timetabled classes and work alongside teachers to support student learning.
- Liaise with supervising staff and carry out all duties effectively.
- Provide assistance to students to participate in educational activities, liaising closely with teachers.





## **Child Safety**

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

### **In addition**

- Assist in events and productions, special occasions, assemblies, end of year events, etc.
- Meet regularly with Learning Enhancement Coordinator or delegated representative to discuss scope of work and progress.
- Any other duties as directed by the Principal, Senior Staff Member or their nominee as required.
- Attend camps as required
- Attend Learning Support Group meetings, as required.

### **OTHER DUTIES:**

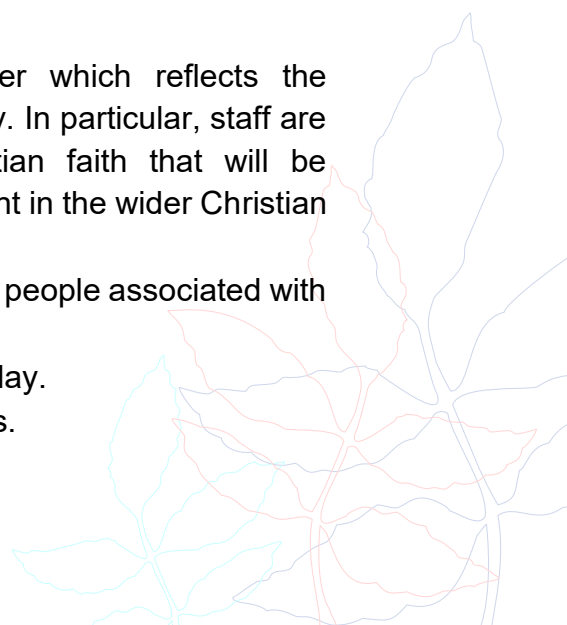
Any other assigned duties may be directed by the Learning Enhancement Coordinator or their nominee as required and in consultation.

Display and have the ability to perform the tasks which are essential to perform a job productively and to the required quality. The ability to work effectively in a team, ensuring safety at all times.

### **COLLEGE EXPECTATIONS:**

All staff are expected to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Attendance at the staff spiritual enrichment day.
- Support the College's guidelines and policies.



- Perform your responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team\ in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform your responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

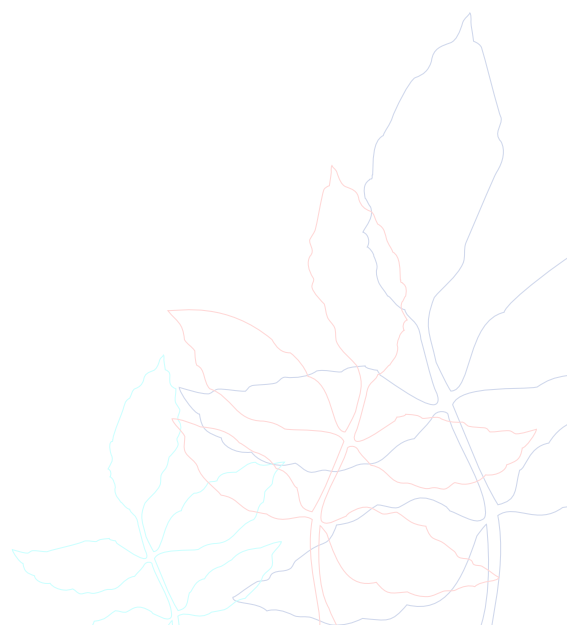
**REMUNERATION:**

The salary will reflect both qualification and experience.

Annual performance and salary reviews will be conducted by the Director of Student Wellbeing.

**MINIMUM QUALIFICATIONS AND EXPERIENCE:**

- Minimum Certificate III in Education Support / Children Service's
- Excellent written and verbal communication skillset
- Demonstrated experience partnering with and engaging a diverse range of internal stakeholders
- The ability to work on a flexible basis and to work with various teaching staff and students
- Working with Children Check 'E'
- First Aid/Anaphylaxis qualifications



**ATTACHMENT 'A'**  
**Key Relationships defined:**

| <b>WITH</b>                                            | <b>PURPOSE</b>                                                                                                                                                                                                                | <b>FORM</b>           |
|--------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| <b>Learning Enhancement Coordinator &amp; LE staff</b> | Report to and work with the Learning Enhancement Coordinator and LE staff                                                                                                                                                     | On a 'as needs basis' |
| <b>Learning Assistant Support Officer</b>              | Report to and communicate with Learning Assistant Support Officer as they support you in your role of assisting teachers as they educate students, managing resourcing for student learning, and liaising with teaching staff | On a 'as needs basis' |
| <b>Staff</b>                                           | Work closely with the teachers and assistants to assist student development.                                                                                                                                                  | On a 'as needs basis' |
| <b>Students</b>                                        | Work closely with students to ensure they are growing in their learning                                                                                                                                                       | Regular               |

