

Job Description – Learning Support

Main Purpose of the Job:

The role of a Learning Support is to assist teachers/staff in the delivery of educational programs to students in a variety of ways. This role includes general administrative duties.

Reporting and Interpersonal Relationships:

This position reports to the Learning Support Coordinator, who is responsible for the delivery of additional support for students and their learning needs. The Learning Support Coordinator reports to the Head of School.

Key Responsibilities:

1. Support teaching staff in the inclusion of students with disabilities, supervision one on one and in small groups, and other tasks as required;
2. Adapts classroom activities, assignments, and/or materials under the direction of the supervising teacher for the purpose of supporting and reinforcing classroom objectives;
3. Assists students by enabling them to access their electronic communicators, switches, pointers, feeders, etc. for the purpose of ensuring equipment is hooked up properly and functioning properly;
4. Attends meetings and in-service presentations as requested by your Head of Department (e.g. first aid, CPR, emergency procedures, behaviour management, Support Plans, etc.) for the purpose of acquiring and/or conveying information relative to job functions;
5. Communicates with supervising instructional staff and professional support personnel for the purpose of assisting in evaluating progress and/or implementing Support Plan objectives.
6. Maintains instructional materials and/or manual and electronic files/records (e.g. lessons, attendance, pencils, paper, teaching supplies, etc.) for the purpose of ensuring availability of items, providing written reference, and/or meeting mandated requirements;
7. Monitors students during assigned periods within a variety of school environments (e.g. lunch, bus stops, playground, classroom, restroom, field trips, assemblies, etc.) for the purpose of maintaining a safe and positive learning environment;
8. Participates in the implementation of Support Plan goals for the purpose of meeting Support Plans goals and/or benchmarks;
9. Provides instruction, under the supervision of the teacher, to the students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills, giving oral tests, etc.) for the purpose of reinforcing instructional objectives; implementing Support Plans, and ensuring students' success in school;
10. Contributes to the health and safety of students;
11. Contributes to a pleasant and enjoyable work environment, and the overall teamwork and support of the staff;
12. Participates in workplace safety procedures;
13. Performs duties in a manner that is without an unacceptable level of risk to their own health and safety, other employees, students, or the College community in general, making risk prevention a priority;
14. To the best of the employee's experience and knowledge, provide risk management information, as requested by your supervisor;
15. Reports any illness, injury, hazard, near miss, or incidents and losses as soon as they are detected using the College's WHS reporting system;
16. Maintains knowledge of the school's emergency procedures and follows when required;
17. Conveys to the public a positive image of the Freshwater Christian College and Freshwater Church;
18. Demonstrates an awareness of and commitment to the College's mission, vision, and values;
19. Maintains confidentiality in all matters related to the College, its staff, students, parents, and others at all times;
20. Abides by the Staff Lifestyle Agreement, Statement of Faith, Code of Conduct, and all other College Policies at all times;
21. Remains up to date with any changes to the Staff Handbook and any other College Policies;

22. Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);
23. Maintains an understanding of the Workplace Health and Safety Standards of the College;
24. Assists other members of the Learning Support team when required;
25. Any other duties as designated by the Principal.

Selection Criteria:

Essential:

1. Must hold a current positive notice (Qld Working with Children Check) Blue Card prior to commencement;
2. Have received two doses of the COVID-19 vaccination;
3. Be able to sign and abide by the College's Statement of Faith and Lifestyle Statement;
4. Be able to abide by the Staff Code of Conduct at all times;
5. Ability to work with all members of the College community (teaching and non-teaching staff, parents, students, and visitors) both individually and as a member of a team;
6. Ability to use Google Suite and Microsoft Office suite at an intermediate level;
7. Experience in a school environment, working with students with disabilities;
8. A willingness to assist in extracurricular activities after normal working hours;

Highly Regarded:

9. Certificate III or IV or Diploma in Education Support

Status:

Various – Permanent Term Time, Casual, Contract - dependent on the operational needs of the College.

Probationary Period:

For permanent positions, this is six months from the start date of employment.

Salary and Conditions:

As per the Educational Services (Schools) General Staff Award 2020, and is based on qualifications and previous experience.

Note:

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

Status	Approved	Supersedes	v1.4
Version	v2	Authorised by	Principal
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