



Job Title:	Learning Assistant (Learning Enrichment / Special Needs) (Primary)
Reports To:	Learning Enrichment Coordinator/Learning Enrichment Curriculum Leader (PK – Y12)
Direct Reports:	N/A
Section of School:	Primary
Liases with:	LE Coordinator/Classroom teacher

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>A Special Needs Learning Assistant is specifically employed to target goals outlined in students' documented plans.</p> <p>Under the guidance of the Learning Enrichment (LE) Coordinator/Curriculum Leader PK – Y12 (Learning Enrichment), the Learning Assistant will work with these students to develop their ability to follow classroom routines, increase independence and organisational skills within the classroom and develop social skills relevant to the School environment.</p>
Role requirements:	<p>CLASSROOM SKILLS</p> <ul style="list-style-type: none"> • Works with specific students who have additional learning needs in a variety of ways within the classroom. • Assists with observations and other forms of assessment. • Under the direction of the LE Coordinator, develops individual goals for students and measures progress towards these goals. • Reinforces classroom management protocols. • Makes sound judgments and uses initiative in appropriate ways. • Demonstrates flexibility to adapt to situations which occur within a classroom. • Ensures that total confidentiality is maintained in regards to all matters related to the children, their families and the School <p>RELATIONSHIPS WITH STUDENTS</p> <ul style="list-style-type: none"> • Develops, in students, a positive attitude to learning. • Builds confidence and self-esteem in students. • Shows care for students. • Demonstrates sensitivity to students' needs and capabilities. • Fosters positive relationships with students, with a commitment to their personal growth, education and care. • Understands, and is able to manage and direct, behaviours by providing boundaries and communicating expectations in a nurturing and loving way.



- Uses clear communication strategies and language including using communication boards, charts and visual cues.
- Is able to evaluate learning experiences and provide written notes to teacher for monitoring purposes.
- Is able to meet the students' personal care needs, for example help with toileting and meals.
- Is able to supervise students to ensure a safe environment is maintained.
- Is able to prepare social stories.
- Is able to assist students with language - understanding and modelling spoken language .

RELATIONSHIPS WITH OTHER STAFF

- Demonstrates positive, constructive relationships with teachers.
- Works collaboratively with other staff and shares ideas.
- Supports and shows care for colleagues.
- Works as a productive team member.
- Attends meetings as required.
- Works under general supervision and guidance, performing tasks that have clearly defined outcomes determined by the teacher.

COMMUNICATION WITH PARENTS

- Contributes to constructive relationships between the School and parents.
- Direct parents to the classroom teacher to discuss specific learning needs of students. Respect and understand the need for confidentiality and non-disclosure of any communications to a parent.

COMMITMENT TO PROFESSIONAL DEVELOPMENT

- Critically reflects on their practice and modifies it accordingly.
- Accepts direction and advice from teachers to improve their skills and effectiveness.
- Demonstrates commitment to personal professional development on a planned and continuing basis.
- Has an awareness of current issues in education.

GENERAL

- Models high standards of personal and professional behaviour.
- Provides high quality professional support to teachers to enable effective student learning.
- Attends at least one overnight camp per year.
- Ensures that the role requirements are carried out to a high standard.
- Demonstrates willingness to positively and actively contribute to the Christian culture of the School.
- Is able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualifications.
- Provides classroom, school and community focused support to ensure the delivery of high quality, student-focused learning programs.
- Provides classroom and school community level support to ensure the learning environment is inclusive and relevant, appropriately resourced and maintained, with the health and safety of students a high priority.
- Applies knowledge of appropriate mathematical, reading and language interventions for children with special needs.



	<ul style="list-style-type: none"> • Provides a child-safe environment in accordance with the child safe standards and adheres to the School's policies and procedures regarding student safety, health and wellbeing; • Undertakes additional duties as required from time to time. • Undertakes and applies Work Health and Safety requirements and adheres to the School's policies and procedures at all times • Serves as a good ambassador of the School.
<p>Key Performance Indicators:</p>	<ul style="list-style-type: none"> • Ensure students, parents and the wider school community are provided with a quality and appropriate service in a timely, effective and friendly manner. • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values. • Undertake and apply Occupational Health and Safety requirements in the workplace. • Always act in a manner that seeks to enhance the safety culture of the School. Ensure safety of staff and students. • Participate in Work Health and Safety induction and training. • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.
<p>Selection Criteria:</p>	<ul style="list-style-type: none"> • Appropriate qualifications with a minimum requirement of a Certificate 3 in Education support (Special Needs). • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • National Criminal Record Checking • Experience working with students with additional learning needs, within a small group and one-on-one context. • An understanding of useful strategies to implement when working with children diagnosed with ADHD, ASD, Language Disorders, Anxiety Disorders and other conditions. • An ability to foster positive relationships with students, with a commitment to their personal growth, education and care. • An ability to make sound judgments, show initiative and flexibility in appropriate ways. • Good written and oral communication skills, including the ability to interact with students with special needs, parents and teaching professionals on the provision of educational programs, • Good interpersonal skills, including the ability to work as a productive team member. • Good organisational skills that will assist in the delivery of effective education programs to students and subsequent feedback to teaching professionals. • Ability to assist with general health and well-being of students. • Experience in, and a preparedness to, contribute to the School's camping and extra-curricular programs. • Willingness to positively and actively contribute to the Christian culture of the School



I understand and accept the responsibilities as outlined in this Job Description.

Signed: [acceptance_status]

Date: [acceptance_date]

This document was approved by HOC / Learning Enrichment (LE) Coordinator – October 2022

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	Oct 2022	Oct 2024	Steph Snyman	New Special Needs	HOC / DHP
3	Sept 2021	Sept 2023	Steph Snyman	New	HOC/HOLA LE
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO