



Job Title:	Learning Enrichment – Learning Assistant (Secondary)
Reports To:	Acting Learning Enrichment Curriculum Leader PK - 12
Direct Reports:	nil
Section of School:	ELC, Primary or Secondary
Liaises with:	Secondary and Primary

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>The Learning Assistant will provide support to the School in its vision of helping children to learn and grow.</p> <p>Learning Assistant will work under the guidance of both the Learning Enrichment Coordinator/Head of Learning Area and the classroom teacher to enrich the learning of all children, including those with special needs.</p>
Role requirements:	<p>CLASSROOM SKILLS</p> <ul style="list-style-type: none"> • Works with classroom/subject teachers and students in a variety of ways, with a key focus on improving literacy and numeracy outcomes. • Assists with observations and other forms of assessment. • Reinforces classroom management protocols. • Performs tasks as requested by the supervising teacher and uses initiative to provide assistance where a need is perceived. • Make sound judgments and to use initiative in appropriate ways • Flexibility to adapt to situations which occur within a classroom • Attends at least one overnight camp per year. <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. • Foster positive relationships with students, with a commitment to their personal growth, education and care <p>RELATIONSHIPS WITH OTHER STAFF</p> <ul style="list-style-type: none"> • 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



	<ul style="list-style-type: none"> • Attends meetings as required. • Work under general supervision and guidance performing tasks that have clearly defined outcomes determined by the teacher. <p>COMMUNICATION WITH PARENTS</p> <ul style="list-style-type: none"> • Contributes to constructive relationships between the School and parents. • Learning Assistants direct parents to the classroom teacher (not sharing communication with a parent) <p>COMMITMENT TO PROFESSIONAL DEVELOPMENT</p> <ul style="list-style-type: none"> • 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. <p>GENERAL</p> <ul style="list-style-type: none"> • Model high standards of personal and professional behaviour. • Provide high quality professional support to teachers to enable effective student learning. • Ensure that the role requirements are carried out to a high standard. • Willingness to positively and actively contribute to the Christian culture of the School. • Will be able to apply techniques, skills and knowledge of relevant principles and practices acquired through previous experience, on the job learning or relevant qualification. • Classroom, school and community focused support is provided to ensure the delivery of high quality, student-focused learning programs. • Knowledge of appropriate reading and language interventions/mathematics for special education needs (SEN) students. • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing; • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Serve as a good ambassador of the School • Additional duties as required from time to time.
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<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 • Provide high quality professional support to teachers to enable effective student learning • 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. Participate in Work Health and Safety induction and training.
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	<ul style="list-style-type: none"> Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.
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<p>Selection Criteria:</p>	<ul style="list-style-type: none"> Appropriate qualifications with a minimum requirement of a Certificate 3 in Education support. The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment National Criminal Record Checking Experience working with children with learning disabilities/difficulties. Experience in assisting children with learning in a school context Flexibility to adapt to situations which occur within a classroom An ability to foster positive relationships with students, with a commitment to their personal growth, education and care An ability to work as a productive team member An ability to make sound judgments and to use initiative in appropriate ways Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs 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 part of a team in the evaluation of educational programs, including special education and therapy programs where these have been implemented. Good organisational skills that will assist in the delivery of effective education programs to students and subsequent feedback to teaching professionals Willingness to positively and actively contribute to the Christian culture of the School.
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I understand and accept the responsibilities as outlined in this Job Description.

Signed: [acceptance_status] Date: [acceptance_date]

This document was approved by HOC – November 2023

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Nov 2023	Nov 2025	Steph Snyman	Updated for Carramar	HOC Carramar
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO