JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Learning Assistant (Primary)**
Reports To:	**Deputy Head of Primary**
Direct Reports:	**nil**
Section of School:	Primary
Liaises With:	ELC, Middle Primary, Upper Primary, Secondary

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:	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. • Faith • Learning • Care • Service • Community
Position Summary:	The Learning Assistant will provide support to the School in its vision of helping children to learn and grow. The Learning Assistant will work under the guidance of both the Deputy of Primary and the classroom teacher to enrich the learning of students in classroom, small group and/or one-on-one settings.
Key Responsibilities and Tasks:	**CLASSROOM SKILLS** • Works with students in a variety of ways. • 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. • Makes sound judgments and uses initiative in appropriate ways. • Demonstrates flexibility to adapt to situations which occur within a classroom. • Supports the teaching and learning of students through assisting the teacher in delivering planned education programs and encouraging a supportive and inclusive learning environment. • ensure that total confidentiality is maintained in regards to all matters related to the children, their families and the School **RELATIONSHIPS WITH STUDENTS** • 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.

- Demonstrates initiative to make adjustments in a regular classroom to support the learning needs of the student by making available a range of approaches to learning.
- 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. • 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.

Key Performance Indicators:	• Provide high quality professional support to teachers to enable effective student learning. • 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. • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.

Selection Criteria:	**Education and Training** • 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 Police Clearance. • Experience in assisting children with learning in a school context. • Ability to assist teachers in implementing educational programs, including special education and any allied health (occupational, physiotherapy and/or speech) programs. • Ability to assist with general health and well-being of students. • Knowledge of health and physical disabilities in students and adolescents. • Knowledge and experience in working with students with Special Needs will be an advantage. **Personal Attributes and Values** • An ability to foster positive relationships with students, with a commitment to their personal growth, education and care. • An ability to make sound judgments and to use initiative in appropriate ways. • Flexibility to adapt to situations which occur within a classroom. • 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, • An ability to work as a productive team member. • 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. • 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 / Deputy 09/2020	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	Sept 2024	Sept 2026	P&C	Updated column headings	P&C
3	Sept 2020	Sept 2022	Allison Omar	Reviewed & Updated	DHOP, HOC
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO