



MARANATHA Christian School

Position Description: Casual Relief Education Support Learning Assistant

Year Level: Junior and/or Secondary School

Classification: Education Support Services

Reports to: Head of Education Support

Employment Type: Casual

Prepared by: D Badsey **Date:** May 2021

Incumbent:

1. Purpose of Role

The Education Support Learning Assistant works under the direction of the Head of Education Support with guidance provided by other teachers as required. The purpose of this role is to intervene and provide assistance to students who are failing, or at risk of failing, to meet year level benchmarks or who have significant social and emotional struggles that impact on their learning.

2. Target outcomes

To ensure all students are provided with assistance to achieve competency within the normal range of student outcomes or in accordance with their individual learning plans, by the completion of their current Year level.

3. Responsibilities and Duties

The Learning Assistant is assigned to various students who need additional assistance to reach benchmarks.

The Learning Assistant works under the close supervision of the Head of Education Support and classroom teacher(s).

This will involve the following specific activities and responsibilities:

- Follow teacher direction to assist with academic support and behaviour management of students at risk.
- It is likely there are students you will work with more frequently as a casual relief learning assistant. Becoming familiar with their student profiles and individual learning plans will assist in providing relevant support.



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- Become familiar with the remedial program activities run at MCS in order to assist in implementing the specific activities and duties assigned in each class or period.
- Participation in lunch and recess supervision and reception duty where required by the Head/Deputy Head of Site.
- Maintain student logbooks for students recognised to be at risk.
- Liaison with teachers about observation of student progress and needs.
- Assist in the planned care procedures of physically disabled students under the direction of designated staff.
- Provide encouragement and positive reinforcement for students.
- Advise Head of Education Support/Head of Site of any problems or concerns relating to the students. Advise classroom teacher if you are assisting in class.
- Report any health concerns of the students that arise while in the learning assistant's care.
- Assist students who require additional support due to physical, academic and social and emotional needs.
- Other duties as required.

4. *Scope of the role*

Typical work-related interactions of the Role

	Daily	Most Days	Weekly	Monthly	Occasional
Students		✓			
Parents					
Teaching Staff	✓				
Administration Staff		✓			
Head of Education Support	✓				
Principal					✓
Head of Site					✓
Business Manager					
Board Members					
External Suppliers/Trainers					
Compliance Bodies					
Other: Specialists (including speech pathologists, OTs and Physios.)					

Number of people managed or supervised:

Nil

Annual Budget Expenditure Responsibility:

Nil



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5. Person Specification

Education and Experience

- Certificate 3 in Education Support or other relevant qualification.
- Current first aid qualification is highly desirable.
- A minimum of 5 years of work experience is desirable and a minimum of 2 years of similar work or work involving close supervision and care of young people is required.

Skills

- Mature life skills.
- Ability and confidence to work with students for whom English is a second language.
- Sound skills in verbal communication, literacy (spelling and grammar) and numeracy.
- Enjoy working collaboratively and happy to work to instructions.
- Good organisational skills.
- Ability to work with and assist students with additional learning and social and emotional needs.
- Familiarity with computer skills including MS Office is desirable.
- Ability to be trained to use our school learning management system (Seqta).

Personal Attributes

- Interest in education and a personal enjoyment of learning.
- Patient, supportive, encouraging and caring temperament, with confidence to enforce relevant boundaries with students.
- Approachable and sensitive to student needs, able to build confidence and encourage trusted working relationships.
- Flexible to adapt to changes.
- Committed to uphold the vision and values of Maranatha Christian School.

Knowledge

- Working knowledge of Christian Education, including biblical worldview.
- General knowledge of curriculum expectations.
- Working knowledge and sensitivity to people from non-English speaking backgrounds, particularly in respecting and valuing cultural differences.