



POSITION DESCRIPTION

Position Description: Employee Assisting Student Learning

Status: Part-time, Term-time

Reports to: Inclusive Education Coordinator

Date: October 2021

Classification: School Officer Level 3

Purpose of Position:

Under the limited supervision of the Inclusive Education Coordinator, provide support services to classroom teachers with student learning either individually or in groups to promote the inclusion of all.

Key Characteristics:

Skills:

- Communicates effectively with staff, students and parents in a way that upholds the dignity of the individual and contributes to the Mission of the College
- Demonstrates a capacity for self-organisation and an ability to respond and adapt while operating in an environment which is often demanding and busy
- Demonstrates tolerance and patience, a capacity for tact and discretion and an ability to maintain confidentiality
- Applies knowledge with depth in some areas and utilises a broad range of skills
- Exercises some discretion and judgement in planning, selection of resources and provision of support services
- Demonstrates an ability to complete a range of tasks in a variety of contexts with some complexity in the extent and choice of some actions required
- Achieves outcomes within specified time frames

Supervision:

- Work will be carried out under limited supervision of the Inclusive Education Coordinator
- The Inclusive Education Coordinator will clarify expected outcomes of the support services for inclusion of students.

Supervision of Others:

- Team coordination may be required
- Peer assistance may be provided to others

Qualifications:

Tertiary qualifications at Certificate level or equivalent knowledge, qualifications and experience relevant to the position may be required

Typical Duties:

Typical duties may include, but are not limited to:

- Practise confidentiality in relation to all aspects of the role
- Assist developmentally appropriate student learning, either individually or in groups, where some discretion and judgement are involved in evaluating and assessing the learning needs of students, under limited supervision of the classroom teacher
- Support students in relation to their physical and social emotional needs within and outside the classroom where some discretion and judgement are required and as agreed with the Inclusive Education Coordinator
- Assist students with learning difficulties by breaking down assessment items into smaller tasks and by monitoring and guiding student progress through the various steps for completion
- Provide advocacy for students by assisting them to express concerns to other staff
- Provide feedback to the Inclusive Education Coordinator and Teachers on the progress and challenges of learning and behaviour of students

General Terms of Appointment

- Support of the Catholic ethos of the College.
- Support the Strategic Plan and the School Improvement Plan.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Take full responsibility for compliance with all school policies and procedures.
- Possess and maintain a current Positive Notice (Blue Card) issued by Blue Card services for Child Related employment.
- Comply with all requirements of St Ursula's College Student Protection Policy and Procedures.

Given the dynamic environment in which the College operates, the Principal may alter the roles and responsibilities of this position at her discretion, in order to most effectively, serve the needs of the College.