POSITION DESCRIPTION
LEARNING ASSISTANT

BALCOMBE GRAMMAR SCHOOL

LEVELS: Years 7-12
REPORTS TO: Learning Diversity Leader

ROLE

The Learning Assistant is responsible for assisting teachers to deliver the curriculum to a diverse range of students requiring individual support.

PERSONAL CHARACTERISTICS

- Demonstrates a passion for and commitment to the vision and values of Balcombe Grammar School.
- Presents a professional, positive, warm and welcoming persona.
- Demonstrates high levels of confidentiality.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute.
- Possesses a strong work ethic.
- Operates effectively in a collaborative team environment.
- Establishes rapport and builds strong relationships, with students, colleagues and parents.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.

SELECTION WILL BE BASED ON

- Working knowledge and understanding of Secondary curriculum, particularly in Mathematics.
- Certification in Education Support (desirable).
- Experience in working with students in early childhood, primary or secondary settings.
- A knowledge of learning processes for neurodiverse students.
- An ability to work effectively in a team environment.
- Excellent communication and interpersonal skills.
- Effective IT skills.

DUTIES

- Assist and facilitate learning for students who have individual learning needs.
- Provide support to a variety of students across the Secondary school.
- Assist with the supervision of pupils in a wide variety of areas including but not limited to playgrounds, school camps, excursions, sporting activities, therapy activities and life skills.
- Assist in the preparation of student resources and equipment.

- Produce basic curriculum support under the guidance of the classroom teacher.
- Assist students on an individual or group basis in specific learning areas.
- Assist and support implementation of instructional programs.
- Assist with the communication between students and teachers, particularly the interpretation of instructions.
- Observe students and draw them to the attention of the teacher where necessary.
- Provide basic physical and emotional care for the students.
- Participate in the monitoring and evaluation of programs, and evaluation of individual students' involvement and achievement.
- Contribute to the NCCD data collection process.
- Participate in the establishment of learning programs suitable for students with individual learning needs.
- Assist in the identification of training needs.
- Contribute to the effective operation of the Learning Diversity Team.
- Any other task deemed reasonable by the Principal.

At times we may enrol students with high needs, who may need assistance with toileting, meals, lifting, and administration of medication.

CHILD SAFE STANDARDS

Balcombe Grammar School is committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these.
- Be in possession of a current Working with Children Check (WWCC) and Police Check.
- Respond according to the school's policies and procedures when interacting with children and young people, taking all allegations and concerns very seriously.
- Be committed to providing a safe environment for all children and young people, promoting physical, emotional and cultural safety.