



ROLE DESCRIPTION

Inclusive Education: Learning Support Assistant

Position Title	Learning Support Assistant
Reports To	<ul style="list-style-type: none">• Inclusive Education Team Coordinator• Business Manager (for human resources/conditions)
Direct Reports	Nil
Position Level	School Assistant Level 3

PURPOSE OF THE ROLE

The Learning Support Assistant is a member of the Inclusive Education Team (IET) with responsibility for working with student with special attributes. The Learning Support Assistant may be required to work with individual students in a classroom setting or to accompany staff and students on excursions. Their presence is aimed at helping to ensure the safety and effectiveness of a range of lessons and to contribute to the overall role of the department. The Learning Support Assistant works under the direction of the Coordinator of the Inclusive Education Team, the Business Manager and ultimately the Principal. The Learning Support Assistant will work under the direction of classroom teachers when assigned to particular students or classes.

MAIN DUTIES

To provide effective support to the classroom teacher by:

- Working with groups of children in the classroom as directed by the teacher (not just students with attributes but other groups so that the class teacher is able to work with all students);
- Working with small groups of children outside the general classroom on activities as directed by the classroom teacher;
- With teacher supervision, taking small groups for structured lessons.
- With parental consent, assisting in the organisation and implementation of Work Experience days by assisting with travel and supervision duties;
- Planning collaboratively with the class teacher to develop effective programs (e.g. IP input);
- Reporting relevant aspects of student progress to the teacher and the other members of the Inclusive Education Team and contributing to professional discussions;
- Preparing specialised materials as directed by the teacher and as required to implement the class teacher's program;
- Implementing programs designed by the class teacher;
- Recording, charting, observing and reporting back on student achievement (e.g. development of social skills);
- Supporting students by listening, directing, explaining, reassuring, encouraging, re-directing and reinforcing;

- Supervising and monitoring the use of specialised equipment and resources;
- Helping the teacher with classroom management issues when appropriate;
- Providing specific support to other members of Inclusive Education Team;
- Providing clerical and administrative services to the Inclusive Education Team Coordinator;
- Supporting the general student management and pastoral approach of the school in all contact with students;
- Carrying out duties for whole school activities such as support at sporting events;
- Working closely with the Inclusive Education Team on the planning and implementation of whole school programs.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Qualifications and Competencies required

- Integrity and professionalism;
- Excellent communication skills;
- Sound personal organisation;
- Strong Information and Communication Technology knowledge and skill;
- Significant experience in a position of responsibility working with adolescents;
- An understanding of and value for MSC Spirituality;
- A value for the sacredness of each person and an attentiveness to the aspirations and needs of individuals;
- Ability to meet team and personal deadlines;
- Ability to work effectively as part of a team.

Selection Criteria

1. Experience and/or qualifications in working with adolescents requiring academic and/or social support.
2. Capacity to work in a team environment both independently and with others.
3. Confidence in using ICT.
4. Effective written and oral communication skills.
5. A willingness to support the MSC ethos.