



POSITION DESCRIPTION

Title	Diverse Learning Assistant
Department	Diverse Learning
Reporting	Head of Diverse Learning; Director of Junior School
Location	Burke Hall Campus, Kew

Our Intent Xavier College aspires to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

Our Position A Xavier College, the Diverse Learning Assistant will make a significant contribution to an aspirational and rigorous culture of learning and educational excellence. They are expected to model and foster contemporary approaches to pedagogy and assessment, underpinned where relevant by the Ignatian Pedagogical Paradigm.

At Xavier College, the duties of the Diverse Learning Assistant include:

- Supporting the classroom teacher with the education of all students or at times, students with specific learning needs
- Attending to student and staff pastoral care
- Professional learning, formation and growth
- Cocurricular involvement
- General and Administrative duties
- Duty of Care and Child Safety responsibilities

The Diverse Learning Assistant will work constructively to ensure a positive and professional culture is maintained across the College. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards and outcomes in educational and operational excellence and is attentive to all matters of child safety.

Core Duties and Responsibilities

The role of the Diverse Learning Assistant is to:

- work in consultation with teachers/staff, undertake specialist instruction to students in specific areas, e.g. literacy & numeracy tasks, social skills, specialist subjects
- liaise with teachers in relation to curriculum requirements
- prepare or assist in creation of curriculum support materials or assist students in the preparation of materials, e.g. iPads, conducting science experiments, audio visual recording, document preparation on computers
- assist with managing student learning/behaviour problems
- provide specialist advice, under the supervision of senior staff, to students in relation to the handling and use of materials and equipment
- in consultation with teachers and other senior staff select reference materials and other educational tools
- assist with classroom programs as required, particularly in the development of students' learning program, under the supervision of the classroom teacher
- liaise directly with classroom teachers and specialist teachers regarding student progress
- meet with the Head of Diverse Learning regarding student progress on a regular basis
- may be required to interact with students in the schoolyard and/or other locations at break times dependent on the Individual Learning Plan.

Please Note: Diverse Learning Assistants are not:

- responsible for planning programs or assessing student outcomes
- asked to accept sole responsibility for supervision of students e.g. in classroom, yard duty or excursions

Pastoral Care

At Xavier College, Diverse Learning Assistants are expected to:

- be active participants in the College's pastoral care system
- exercise pastoral care in a manner that reflects Ignatian values
- attend pastoral care meetings, as necessary
- attend all College and Campus assemblies, as necessary
- attend Centre for Faith and Service activities and College liturgical celebrations
- attend school organised activities relevant to year level, as required.

Professional Development

At Xavier College, Diverse Learning Assistants are expected to:

- commit to ongoing relevant professional learning and growth
- be open, engaged and responsive to regular professional growth conversations and connected actions with College leaders (and those designated for this purpose)
- be an active and effective contributor the development of College teaching and learning (professional) resources
- be open to researching areas of interest relevant to directions provided in the College's Strategic Plan
- integrate ICT and appropriate technology into curriculum, teaching and learning
- participate in staff appraisal and development processes where and when relevant

- be an active member of a relevant professional associations as duties and time permit
- participate in Ignatian formation programs
- attend and contribute at meetings, in services and training
- keep informed of current developments in the early childhood sector, if required.

Co-Curricular Involvement

At Xavier College, Diverse Learning Assistants are required to:

- create and maintain a safe environment in which students may enjoy their participation
- oversee the provision and care of relevant equipment, materials and first aid requirements.

General & Administrative Expectations

At Xavier College, Diverse Learning Assistants are expected to:

- attend all scheduled staff meetings, as required, student assemblies, staff conference days and ad hoc meetings/seminars/workshops, as advised
- use ICT in accordance with College expectations in regard to student/pastoral feedback, academic progress and all related matters
- maintain accurate records of student
- be aware of, and adhere to, Department of Education and Early Childhood Development regulations and requirements, where applicable
- adhere to College expectations regarding personal presentation and professional dress
- participate in Centre for Faith and Service retreat/spiritual programs and/or Outdoor Education programs, as required
- attend whole Campus events, Masses and House carnivals
- other duties as directed by the Director of Junior School and/or the Principal.

Selection Criteria

- Experience working with students with disabilities in a school setting
- Familiar with some targeted intervention strategies and learning programs
- Demonstrate an aptitude, experience or qualification for this position
- Extensive experience working in with children that have disabilities through NDIS and NCCD funding is desirable
- Certificate III in Education Support
- Certificate IV in Education Support
- Diploma of Education Support

Compliance Requirements

- Victorian Institute of Teaching (VIT) as appropriate
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Other Duties

The nature of the position is such that the Diverse Learning Assistant will be required to be available outside normal school hours and be available to attend College events as might be relevant. The Diverse Learning Assistant may also be asked to undertake other leadership responsibilities as directed by the Principal.

Terms and Conditions

Reporting Line:	Head of Diverse Learning Director of Junior School All staff are responsible to the Principal and the Rector
Tenure:	As per employment contract
Review:	Yearly professional growth objectives and review
Location:	Burke Hall Campus, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.