LEARNING SUPPORT ASSISTANT

Role Description

1. ROLE PURPOSE:
Learning Support Assistants may be called by various other job titles, such as classroom assistant, teacher assistant, special needs assistant or teacher's aide. Learning Support Assistants work alongside teachers to support the education of all students or at time specific students including those with specific learning needs. In this role, you are required to be fully aware and accepting of the College's Child Protection program and ensure the wellbeing and protection of every child in our care.

2. LINE OF AUTHORITY
This position reports directly to the Homeroom and the Learning Enhancement Coordinator. Ultimately responsible to the Director of Campus, the Principal and the Rector.

3. KEY RESPONSIBILITIES
- To work in consultation with teachers/staff, undertake specialist instruction to students in specific areas, e.g. literacy & numeracy tasks, social skills, specialist subjects.
- To liaise with teachers in relation to curriculum requirements.
- Using equipment and materials, 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.
- To assist with managing student learning/behaviour problems.
- To provide specialist advice, under the supervision of senior personnel, 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.
- To assist with classroom programs as required, particularly in the development of students’ learning program, under the supervision of the classroom teacher.
- To liaise directly with Homeroom and specialist teachers regarding student progress.
- To meet with the Learning Enhancement Coordinator regarding student progress on a regular basis.
- Learning Support Assistants 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: Learning Support Assistants (LSA) 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.

4. 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.
- Certificate III in Education Support
- Certificate IV in Education Support
- Diploma of Education Support
5. TERMS AND CONDITIONS:

- **Contract** position **TERM TIME ONLY** (38 weeks plus 4 weeks paid annual leave).
- LSA’s are not required to attend school on student free days. On the occasion when relevant opportunities are schedule for these days; LSA’s will be paid to attend in consultation with the Dean of Operations.

**Hours of Work:**

- Monday-Friday
- 8:30am until 3:30pm with a one hour unpaid lunch break. (approx. 30 hours/week)

All other conditions of employment as per the Xavier College Enterprise Agreement 2016. The successful applicant will be expected to fully support the Jesuit ethos of the College and required to acknowledge their commitment to the Xavier College Child Protection and Safety program.