

Teaching and Learning Assistant (Learning Enrichment)

The Teaching and Learning Assistant supports the functioning of the school, providing student support to maximise learning, and carrying out other support duties as directed by the Director of Learning Enrichment.

This role supports teachers in maintaining and developing the school mission of Excellence in Education, Christianity in Action.

Reports to:

Director of Learning Enrichment

Primary Learning Enrichment Co-ordinator (in addition, for Primary)

Areas of responsibility:

- Learning Enrichment support
- Life of the School

Provide Learning Enrichment support, under the direction of the Learning Enrichment executive:

- Provide specific support with intervention programs to students with identified disabilities and learning difficulties so that they can more effectively engage in learning opportunities, including students with additional physical, sensory, social, and learning needs
- Actively work with groups or individual students, under the direction of the Director of Learning Enrichment/Primary Learning Enrichment Co-ordinator (for Primary students)
- By invitation, may join collaborative meetings with staff and parents regarding learning plans

Support the Principal in developing and maintaining the professional culture, a safe work environment and upholding the School community:

- Actively support the Christian identity and purpose of the School
- Uphold the values and expectations as described in the Staff Code of Conduct
- Treat colleagues, students and parents with dignity, respect and the utmost professionalism
- Support colleagues by sharing resources and expertise
- Assist in monitoring a safe and secure school environment for self, staff and students
- Exercise discretion with, and confidentiality of, student information

Role interactions:

Liaises directly with:

- Learning Enrichment team
- Relevant Head of School (Secondary or Primary)
- Relevant Executive (Assistant Principal – Learning for Secondary, Deputy Head of Primary)
- Teaching team
- Students
- Parents (where directed)

Requirements (qualifications, knowledge, skills, abilities, behaviours):

- Certificate III in School Based Education Support or higher qualification
- Knowledge of the NCCD and other relevant disability legislation
- Supportive of a Response to Intervention model
- Competency in subject area for Learning Support Need e.g., Maths for Secondary Teaching Assistant
- Proven ability to develop rapport with students, staff, and parents
- Effective communication
- Productivity and efficiency
- Resourcefulness and initiative
- Ability to work without direct supervision
- General computer literacy, ability to use Microsoft Office suite and willingness to undertake training in new technology when required
- Flexibility, adaptability and resilience to work in a dynamic environment
- Discretion and confidentiality
- First Aid certificate

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.