

Teaching and Learning Assistant (Learning Enrichment)

The Teacher and Learning Assistant supports the functioning of the school, providing student support to maximise learning, facilitating administrative needs of classroom teachers, and carrying out other support duties as directed by the relevant Head of School.

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

Reports to:

Head of School (Primary/Secondary)

Areas of responsibility:

- Learning Enrichment support
- Life of the School

Provides Learning Enrichment support, under the direction of the teacher:

- Provide specific support 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
- Supervise groups or individual students, under the direction and supervision of teaching staff to release the teacher for focus on the relevant Individual Learning program
- By invitation, may be part of 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
- Contribute to the development of policy, procedures and processes and provides recommendations for improvement, to the relevant school Executive.
- Exercise discretion with, and confidentiality of, student information

Role interactions:

Liaises directly with:

- Teaching team
- Heads of School (Primary/Secondary)
- Deputy Head (Primary)
- Primary students
- Parents (where directed)

Requirements (knowledge, skills, abilities, behaviours):

- Proven ability to develop rapport with students, staff, and parents
- Effective communication
- Productivity and efficiency
- Resourcefulness and initiative
- Ability to work without direct supervision (excepting with students)
- General computer literacy, ability to use Microsoft Office suite and willingness to undertake training in new technology when required
- Flexibility and adaptability
- An active Christian faith with current church involvement
- Relevant Certificate qualification (senior level)
- First Aid certificate