

## Position Description

<i>Position:</i>	<b>Learning Assistant</b>
<i>Reporting to:</i>	Head of Learning Support
<i>Type of Position:</i>	Full-time / Part-time / casual
<i>Review Date:</i>	November 2023

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### **Summary:**

Bayside Christian College is a coeducational, ELC to Year 12 Christian College.

Bayside Christian College “exists to help parents equip their children for effective, God-glorifying lives as Christians in the world” (Constitution p. 8). It is therefore an inherent requirement of this non-teaching role that the holder is a committed Christian as demonstrated by consistent active and faithful attendance and service with a local Christian church. As Learning Assistants frequently interact with students, parents and staff during the course of employment, the role entails the direct modelling of the Christian faith, in word and deed, in our Christian learning community through such practices of faith as:

- Praying for the welfare of the College community, its students, parents and staff
- Participating in staff devotions
- Demonstrating the Lordship of Christ over all creation including education and work
- Respecting students, parents and staff as fellow image bearers of God and co-workers in His ongoing Kingdom purposes of restoring and redeeming His creation
- Where appropriate, supporting teachers in classes with the delivery of the teaching and learning process, consistent with Bayside’s Christian worldview perspective.

### **Position Overview:**

The role of Learning Assistants (also known as Teacher Aides) is to support the inclusion of students with a range of needs into school activities.

### **Position Responsibilities:**

- Provide support to students as directed by a classroom teacher or a learning support coordinator/teacher
- Assist students to participate fully in school activities, including in the classroom, in the school yard, on school camps, on school excursions, at sports days, and other out of classroom activities
- Support students in exam/testing situations including NAPLAN

- Work collaboratively with classroom teachers, the Head of Learning Support, the Learning Support Team, and other staff members
- Maintain accurate and confidential records as directed by the Head of Learning Support
- Take part in professional development opportunities organised by the Head of Learning Support
- Attend Student Support Group meetings, parent-teacher meetings, or other relevant meetings
- Assist staff with administrative tasks
- Contact the Head of Learning Support in a timely manner should you not be able to attend work when you are scheduled
- You may be asked to deliver intervention programs such as MiniLit to individuals or small groups of students, for which you will be provided with training and coaching in program delivery
- You may be asked to assist teachers to provide diabetes or other medical care to students, for which you will be provided with training
- Other duties as requested by the Head of Learning Support.

**Person Specification:**

- A sound understanding of and commitment to the Christian mission and philosophy of the College
- Be an active member of a Christian church
- Able to build rapport with students, staff and parents
- A desire to support vulnerable students to thrive
- Clear written and verbal communication skills
- Well-developed organisational skills
- High standard of personal presentation
- Able to show initiative and to use common sense within the scope of the role
- Able to maintain privacy and confidentiality of sensitive student information
- Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
- Ability to be adaptable and flexible according to the changing needs of students and situations
- Ability to use teamwork and collaborative relationships to work with teachers and other staff to support students
- Willingness to learn
- Strong digital literacy

- Able to follow through on instructions from teachers, the Head of Learning Support, and other College leadership
- Adherence to and acceptance of the College's *Statement of Beliefs* is an essential condition of employment.

**Required Qualifications/Training:**

- Relevant training and/or previous experience, or in educational support or a related field desirable.
- Currently undertaking (or who have a willingness to undertake) an educational support or teaching qualification will be considered.
- Current Employee Working with Children Check.

*It is a requirement of this position that the College's Child Safety Policy and Child Safety Code of Conduct are adhered to at all times. All staff and volunteers will need to demonstrate that they are familiar with the contents of the College's Child Safety Policy and Child Safety Code of Conduct.*

*This Position Description may change at the discretion of the Principal; it is subject to annual review.*