

Job Description for Secondary Learning Assistant

Primary Task

The Secondary Learning Assistant:

- Is called to serve in their office under the Lordship of Christ, faithfully executing the responsibilities detailed in this description.
- Should understand the direction of the School (as articulated by the Board) and serve within the authority of the Secondary Learning Assistant to assist in the realisation of this direction.

Job Details

Responsible to	Director of Learning Support, Secondary
Time Fraction	Part Time (8.45am – 3.30pm)
Holidays	School holidays, including a pro-rata amount of four weeks paid annual leave taken during non-term time.
Conditions	Educational Services (Schools) General Staff Award 2020, and the National Employment Standards (NES) within the Fair Work Act 2009

Our Vision

Seeking the Kingdom of God in Education

Our Mission

We provide Parent-governed, Christ-centred schooling with learning experiences that challenge each student to actively live for God in His world, while partnering with Christian parents in the nurture of their children at a price affordable to those who are committed.

Preamble

1. Mount Evelyn Christian School's (MECS or "the School") educational objectives are encapsulated in the School's Mission and Vision and more specifically in the Educational Creed (which seeks to describe a biblical world-view underlying Christian teaching and living). The School is a member of the umbrella organisation Christian Education National (www.cen.edu.au).
2. The heart of employment arrangements is to establish a dynamic, Christ-centred and mutually supportive framework between the Secondary Learning Assistant and the School (through its appropriate leadership personnel) to assist in the ongoing establishment and furtherance of its mission and vision.
3. The relationship between the School and the Secondary Learning Assistant shall be characterised by love, humility and service as taught in the Scriptures. Both share a common mission and a confidence that each will act in the best interests of the other in order that God's Kingdom may be advanced.
4. Employment arrangements between the School and the Secondary Learning Assistant presuppose a biblical view of all offices which allows every person, by virtue of being a representative of God, to hold one or more offices to serve the lord, and for which special competence has been given by the Lord. All such offices acknowledge an appropriate God given authority, which is also recognised, respected and upheld by the school community. These arrangements also presuppose that such arrangements between Christians shall reflect the commitment to one another's welfare, sense of justice and desire to encourage what is taught in the Scriptures. These arrangements are between brothers and sisters in Christ, who recognize the gifts and roles of one another, and who desire that these gifts and roles can be exercised confidently and effectively for the benefit of the whole community.

General Work Description

The Secondary Learning Assistant has a broad role. They undertake a variety of duties which mostly comprises assisting teachers and supporting students in the classroom and other educational activities, and providing attendant care and assistance to students, as required. The position may also include some administrative or clerical tasks, and assistance with resources in a variety of school settings, such as the classroom, library and laboratories.

The duties are performed under the close direction and supervision from the Learning Support teaching staff and/or classroom teachers, depending on the job specification. Generally Secondary Learning Assistants are required to use established methods and procedures, as they support the implementation of programs. Tasks may involve a wide range of duties of a routine nature, depending on the program requirements. Assistance from either the Learning Support teaching staff or the classroom teacher is readily available when problems arise.

Communication and concerns regarding students should be directed to appropriate teaching staff, not parents.

Job Description	
Tasks	<ul style="list-style-type: none"> • Support classroom teacher, including setting up before and after each session. • Work with small group of students, and/or provide individual support. • Provide feedback via written notes to Learning Support teacher. • Meet with the Learning Support teacher regularly for sharing student information via written feedback, receive training and advice. • Follow oral and written instructions from supervising teaching staff. • Assist with classroom management as directed by the teacher. • Support classroom/storeroom organisation and tidiness, including unpacking new resources. • Attend planning meetings, as necessary. • Prepare materials as required. • Complete administrative tasks, as requested. • Keep records, as instructed. • Provide support for students with Special Exam Arrangements during assessments. • Attend camps and excursions/incursions, as requested and when/if available. • Facilitate lunchtime clubs, as required or available.
Skills/ Experience	<ul style="list-style-type: none"> • Have some understanding of program objective and content. • Work with one or two students. • Appropriate behaviour management. • Support students in various tasks, as requested by teacher. • Interpret and/or simplify instructions for particular needs. • Adapt/modify learning tasks in consultation with the teacher. • Understand and use effective instruction techniques. • Keen observation skills. • Competent user of ICT. • Be familiar with operational procedures for school equipment, such as computers. • Know and comply with protocols and boundaries.

	<ul style="list-style-type: none"> • Hold, or have commenced, Certificate of Education Support, min Level 3.
<p>Conditions</p>	<ul style="list-style-type: none"> • Hours – 8.45am to 3.30pm. Lunch time 30 minutes unpaid. • Workbreak – Learning Assistants are expected to complete their hours during workbreak, although the actual days may be different. They will be required on site during specified times, and may complete hours attending to professional development online, as directed by the Learning Support Coordinator. • Learning Assistants will be provided with a laptop. • During camps:- <ul style="list-style-type: none"> • Learning Assistants staying overnight will be paid 12 hours per day. • Learning Assistants attending during the day will be paid for hours of attendance. • Learning Assistants are required to complete mandatory* modules, including: <ul style="list-style-type: none"> • Child Safe Practices • OH & S • Mandatory Reporting • First Aid • Anaphylaxis and Asthma • Disability Act in Education training <p><i>*The hours taken to complete these requirements will be considered “time in lieu” and offset against workbreak hours, with approval by the Coordinator of Learning Support, Secondary.</i></p> • When the Learning Assistant is requested to attend school events outside of regular hours, the additional hours will be considered “time in lieu” or additional pay, in negotiation with the Coordinator of Learning Support, Secondary. • Learning Assistants are eligible to attend professional development during their school hours, with the cost of the program covered by the school. Applications should be made with approval of the Coordinator of Learning Support and applied through EMS360. • Learning Assistants will participate in an annual professional conversation about their role, their goals and achievements. This will be with the Coordinator of Learning Support • Learning Assistants are invited to attend social events, such as birthday and/or farewell afternoon teas and section social events, such as Christmas festivities, in their own time, if they are not scheduled on for that day.