

LEARNING SUPPORT AIDE

Position Title	Learning Support Aide
Classification:	Level 3 – School Assistant
Reporting Manager	Coordinator of Learning Plus
General Description of the Position	The Learning Support Aide will support Secondary School students with specific learning needs and take an active role in mainstream classrooms supporting students across a range of learning areas, as well as in the Learning Plus Department. This is a part time role working term time only.
Specific Duties and Responsibilities	<ul style="list-style-type: none"> • Maintaining close and regular contact with subject teachers whose classes learning plus students attend and working collaboratively with the Learning Plus Coordinator regarding student needs • Providing support for a mainstream teacher in class, assisting students to complete tasks and behaviour management, when required • Maintaining records to monitor and evaluate individual educational progress and development in social relationships and personal self-monitoring as required • Attendance at case management and reporting meetings with parents and assisting in the production of written reports with respect to the students' progress. • Provide curriculum support for teachers, liaising with them to provide student accommodations and adjustments. • Specific literacy and numeracy duties may include working with individual students or small groups of students and the use of technology as appropriate • General administrative support in the Learning Plus Department as required • Providing exam support and supervision for students with disability provision • Willingness to attend faculty meetings, relevant staff meetings and briefings, and in-service days and professional development, some of which may be held outside standard school hours • Ability to attend co-curricular events, excursions, curriculum camps and other extra-curricular activities as required
Knowledge, Experience & Qualifications Requirements	<ul style="list-style-type: none"> • Experience working with students with additional needs including teenagers with high-functioning autism, oppositional behaviour, ADHD and other specific learning disabilities. 2+ years of experience is preferred. • Demonstrated proficiency in teaching or supporting of literacy and numeracy in the classroom
Individual Competencies	<ul style="list-style-type: none"> • Strong literacy and report-writing skills • Well-developed communication and interpersonal skills with the ability to develop positive professional relationships within the faculty and with other departments, and to work collaboratively as part of a team • Displaying confidentiality, tact, reliability and sensitivity to students and their families, and respect and empathy for students with high level needs • Ability and experience to support a behavioural management plan and to provide specific help to students in managing the requirements of their learning • Ability to help students manage requirements to use computers for learning purposes and experience and interest in utilising digital technologies to enhance learning.

Role/Redlands Competencies	<ul style="list-style-type: none"> • Leading through Vision and Values - Keeping the School’s vision and values at the forefront of own and others’ decision-making and action • Contributing to Team Success - Actively participating as a member of a team to move the team toward the completion of goals. • Building Working Relationships - Developing and using collaborative relationships to facilitate the accomplishment of work goals 	
Redlands’ Core Values	<ul style="list-style-type: none"> • Honesty - Being truthful and trustworthy. • Respect - Feeling confident in our own worth and abilities and valuing our good character, treating others with courtesy, consideration and understanding. • Responsibility - Accepting that each of us is answerable for our actions, and being dependable. • Compassion - Recognising the misfortunes of others and responding with empathy and purpose. • Fairness - Treating others justly and impartially, according to their individual needs and the wider circumstances. • Moral Courage - Facing ethical challenges firmly and confidently, regardless of personal cost. 	
Key Relationships	Internal	External
	<ul style="list-style-type: none"> • Learning Plus students • Learning Plus Coordinator • Learning Plus teachers • Specific subject teachers 	<ul style="list-style-type: none"> • Parents of Learning Plus students • Outside agencies as required
Work Health and Safety	<p>The tasks and duties contained in this position description should never preclude an employee from managing and maintaining their own Work Health and Safety. The successful applicant must complete a staff induction programme prior to commencing work at Redlands.</p>	
Privacy	<p>Privacy protects the principle that individuals, including children and young people, have rights to their personal information. Redlands is committed to the preservation and promotion of these rights. The Privacy Act 1988 (Cth) regulates the way private sector organisations, including the School, handle and store personal information. The Privacy Act sets out a number of principles that the School must comply with when handling personal information. These principles are known as Privacy Principles and apply to personal information and sensitive information collected and held in records. The Redlands Privacy Policy outlines the ways in which we manage personal information.</p> <p>As part of this recruitment process, the School may store the personal information collected from applications, for example name and address or information contained in the online application or resumes, for up to three months. Redlands will not disclose this information to a third party without the applicant’s consent.</p>	
Child Protection	<p>The successful applicant will be subject to an employment screening process with the Office of the Children’s Guardian. A Working With Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.</p>	
Position Title:	Learning Support Aide	
Department:	Learning Plus	
Reports To:	Coordinator of Learning Plus	
Prepared By:	Coordinator of Learning Plus	
Prepared Date:	November 2019	
Approved By:	Sean Corcoran	

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