

POSITION DESCRIPTION

Employee Assisting Student Learning Stream

Level 4

PURPOSE OF THE ROLE:

The roleholder is responsible for providing support to at risk students to assist in Years 10-12 to assist these target students to remain engaged in their education, to enhance their opportunities to enhance their further education and sustainable future employment.

CHARACTERISTICS:

The employee in this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a wide variety of tasks and roles in a variety of contexts, where there is complexity in the ranges and choice of actions required. Competencies are within a variety of routines, methods and procedures. Discretion and judgement are required for self and/or others in planning, selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under general supervision. Progress and outcomes sought are under general guidance.

An employee in this position may have responsibility for the work and organisation of others in limited areas. The work of others may be supervised, teams may be guided or facilitated. Training of subordinate staff may be required.

QUALIFICATIONS:

Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position.

KEY RESPONSIBILITIES:

Key responsibilities of the role include:

- a) providing individual support, case management and, where appropriate, group support to students to maximise their engagement with education and training; and

- b) referring at risk students to appropriate agencies and support services that will assist students to overcome barriers to education and training.

Typical duties performed include, but not limited to:

- Monitor attendance patterns of students or groups of students and, in accordance with the college's attendance plan, implement early intervention strategies.
- Identify barriers to young people achieving quality schooling outcomes.
- Identify and provide appropriate assistance to students experiencing difficulties at school and at home which may put them at risk of leaving school prematurely.
- Contribute to school processes for the referral of at risk students to appropriate agencies and support services that will assist students to overcome barriers to education and training.
- Coordinating strategies and procedures to counter cause/s of avoidance of school situation.
- Support developmentally appropriate student learning to engage at risk students, either individually or in groups, under the general supervision of an academic staff member(s).
- Support the development and implementation of programs to build social and emotional wellbeing as required, for example, addressing social skills, assertiveness or self-esteem.
- Inform and educate parents, community members and students on relevant issues that may be impacting student engagement.
- Liaise between the school, the student and the student's family in relation to educational, social, emotional or behavioural problems that are identified as a risk to school engagement
- Conduct home visits with students and their families, as appropriate, to advise and provide strategies for a more positive educational experience.
- Maintain records of student contact on a daily basis.
- Participate in regular professional supervision.

AUTHORITY LIMIT:

Full Authority is delegated from the principal to produce the desired outcomes. Expenditure of funds connected with the position is under the control of the Principal in conjunction with the Leadership Team.

REPORTING AND OTHER RELATIONSHIPS:

The role holder is responsible to, and reports on, all aspects of the role to the Principal. Relationships of significance exist with guidance counsellors, support teachers inclusive education, teachers, other school officers, officers of welfare agencies and government departments.