



ROLE DESCRIPTION for PRIMARY LEARNING SUPPORT TEACHER'S AIDE (Years K-6)

Position Title:	Primary Learning Support Teacher's Aide	Date:	Last reviewed 27/07/2022
Section:	Primary Learning Support	Reports to:	Primary Learning Support Leader and Head of Diverse Learning
Supervises:	Not applicable	Contract Type:	Term-time only and as indicated on employment contract

PURPOSE OF POSITION

The position of Primary Learning Support Teacher's Aide is a key role within the Primary Learning Support Team. The Primary Learning Support Teacher's Aide works closely with students who receive classroom or small group support and support the work of the Primary Learning Support Leader to implement programs to assist the students in their learning.

KEY RESPONSIBILITIES

The Primary Learning Support Teacher's Aide position has key responsibilities in two areas – with students face-to-face and carrying out administrative tasks to assist the Learning Support Team.

FACE-TO-FACE

- Work alongside the Learning Support Team as well as other Key Learning Area (KLA) teaching staff by attending formal and regular meetings; Individual Education Plan (IEP) meetings and informal meetings with students and parents.
- Assist students in class with Learning Support needs under the direction of teaching staff. Invest time in researching the relevant topic in order to effectively assist each student.
- Assist students with assessment tasks with the aim of focusing students on starting, progressively working on and completing assessments. Close monitoring during this process is required for each student.
- Facilitate small group learning activities by clarifying KLA content; pre teach vocabulary and key concepts used in curriculum delivery for Years K-6.
- Supervise catch-up examinations for students granted Learning Support Disability Provisions.
- Supervise in class assessments for students granted Learning Support Disability Provisions.
- Be familiar with students' disabilities and their coping strategies in order to assist them when Learning Support teachers are not available.
- Other duties as directed.

ADMINISTRATION

- Organise a personal timetable based on instructions from the Primary Learning Support Leader, students' needs and the Primary timetable.
- Regularly conduct filing of student Learning Support records, particularly at end of year to archive departed students and create files for new students.
- Administer YARC reading assessments.
- Train in computer software to keep up-to-date with School technology – Microsoft Office (Word, Excel), Office 365, CANVAS, OneNote, OneDrive etc.
- If required, report on integration students to help with planning for Individual Education Plan (IEP) meetings.
- Other duties as directed

REQUIREMENTS

1. Actively support, especially by personal example, and encourage others to support the Christian vision, mission, aims and ethos of the School.
2. Actively support the School leadership and assist with developing unity, respect and collegiality throughout the School community, by exercising discernment, confidentiality and a consistently positive attitude.
3. Adhere to the Staff Code of Conduct and Child Protection Policy.
4. Promote, through words and actions, harmonious and co-operative relationships among staff, students and parents/caregivers.
5. Exemplify consistent integrity and professional characteristics such as high levels of application, diligence, organisation, communication and teamwork.
6. Model exemplary commitment and skills to the role.
7. Demonstrate good interpersonal skills and a willingness to engage with people in order to develop strong involvement and ownership.
8. Show a desire for continuous self-improvement and innovation, including the integration of ICT in teaching and learning.
9. Ensure personal understanding of School policies and procedures and implement them as appropriate, including adherence to policies and procedures documented in the Staff Handbook and relevant Section Handbook (such as the Staff dress code).
11. Record interactions with parents/caregivers related to student progress and welfare and refer information to the relevant School personnel to achieve a co-ordinated approach.
12. Record, monitor and review the consultations and adjustments undertaken for students with disabilities, according to School expectations.
13. Display flexibility and the capacity to handle change, especially should other responsibilities need to be undertaken.
15. Ensure currency of Working With Children Check employment clearance with the Office of the Children's Guardian and provide proof of renewal as required.

QUALIFICATIONS and SKILLS REQUIRED

- Certificate 3 in Education Support – Teacher Aide (Special) from TAFE NSW (or equivalent provider), or equivalent recent experience of more than 12 months desirable
- Working With Children Check Employment Clearance currency
- First Aid currency (at *Provide First Aid* level)
- Punctuality, reliability and flexibility to work in a fast-paced fluid workplace
- Initiative and problem-solving skills
- The ability to work within a team
- Good physical fitness and no physical ailments, or details of any relevant illness/injury disclosed on Application for Employment form.
- Competency in Microsoft Office applications and web-based applications (Office 365, CANVAS, OneNote, One Drive etc)
- Desirable – experience with Edumate, Distance Learning, ZOOM.