



SCOTCH OAKBURN COLLEGE
CREATING THE FUTURE

POSITION DESCRIPTION

Learning Support Assistant

TITLE:	Learning Support Assistant
COMMENCEMENT DATE:	Date to be determined with successful candidate
EMPLOYMENT STATUS:	Maximum term part-time
HOURS OF WORK:	8:20 am to 3:30 pm (with 30 minute unpaid lunch break)
DAYS OF WORK:	Monday to Friday
WEEKS OF WORK:	Term 4, 2019 (14 October 2019 to 11 December 2019)
AWARD/AGREEMENT:	Scotch Oakburn College (Non-Teachers) Agreement
REPORTS TO:	Wellbeing Coordinator
LOCATION:	Penquite Campus

Environment

Scotch Oakburn College is a Uniting Church co-educational day and boarding school of approximately 1,150 students from Early Learning through to Year 12, employing a team of 250 dedicated professional staff.

Our College has three campuses:

- Elphin Campus, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning (3yrs) to Year 5) as well as our Boarding House of approximately 65 students who come to us from intrastate, interstate and international locations.
- Penquite Campus, located 2.5km from our Elphin Campus and home to our Middle School students (Years 6-8) and Senior School students (Years 9-12).
- Valley Campus, located in the Fingal Valley just over an hour's drive from Launceston and the hub of our Education Outdoors and Environment Centre.

Scope of the Position

Learning Support Assistants work collaboratively in a team with teaching staff, assisting in building a positive community and exciting, inquiry-based learning environments which engage and challenge young learners. The Scotch Oakburn "*Vision for Learning*" guides innovative learning programs designed to cater for the individual learning needs and personal development of each student within the context of a classroom community of learners.

Learning Support Assistants help to create a warm, caring and safe environment to support students and teachers in ways that improve the overall quality of care, community and learning. Learning Support Assistants provide practical support to the teaching staff, assisting with student learning, completing routine administrative tasks and assisting with the presentation of the environment, including organisation of materials and maintenance of equipment.

The Position:

Learning Support Assistants provide appropriately experienced and certified assistance to our teaching staff as required. The Learning Support Assistant may be allocated to classes and Learning Support where children's ages range from 12 - 16 years.

Level of Responsibility:

Learning Support Assistants are responsible and accountable for their own work which is performed within established guidelines using some discretion and is subject only to general supervision.

Spread of Work:

The spread of work for classroom and learning support roles are normally during the school day (between 8.15am – 3.30pm). Academic weeks of the year as designated in the annual College Calendar with additional hours outside of those times as mutually agreed.

Position Relationships

All Learning Support Assistants must be able to relate effectively with the following:

- Students, parents of students and other members of the wider College Community.
- All staff of the College.
- Organisations with whom the College deals.

Attitudes and Personal Qualities:

Learning Support Assistants must be able to demonstrate the capacity and willingness to embrace the attitudes and personal qualities that underpin the working culture of the Scotch Oakburn College staff team:

Attitudes

- Supportive of the ethos of the College
- Understanding and supportive of all College staff
- Demonstrated maturity and capacity to relate to others in a positive and professional manner
- Adherent to all legal and professional obligations including occupational health and safety guidelines and duty of care
- Adherent to all College's policies and practices

- Preparedness to be actively involved in our College community
- Demonstrated commitment to professional development
- An effective and positively contributing team member

Personal Qualities

- Honest, trustworthy and ethical
- Friendly and approachable
- Considered, thoughtful and careful
- Reliable and punctual
- Flexible
- Energetic, pro-active and demonstrated initiative
- High-level interpersonal and communication skills
- A good role model (language, dress, grooming, hygiene, integrity)

General Duties

Whilst not an exhaustive listing, the following functions are typical of those which are expected of this position:

- Work with teachers to develop and provide a creative learning environment.
- Work with adolescent students individually and in small groups.
- Assist with the documentation of student learning experiences and other administrative duties.
- Contribute to the health and safety of students.
- Assist with student supervision and behaviour management in either/both the indoor and outdoor learning environments, including supervision of lunch where applicable.
- Support student development and learning.
- Support the physical and social development of students.
- Support students with special educational needs.
- Support students with personal care and toileting needs where necessary.
- Participate in workplace safety procedures.
- Attend meetings and professional development as required.
- Providing any other assistance as required by teaching staff.
- Perform duties in a manner which is without an unacceptable level of risk to their own health and safety, other employees, students or the College community in general, making risk prevention a priority.

- To the best of the employee's experience and knowledge, provide risk management information, as requested by their manager.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected to your supervisor and via the College's Incident and Accident reporting system.
- Miscellaneous duties as requested.

Key Selection Criteria

Essential:

- Experience and/or willingness to work with adolescent students.
- Demonstrated experience and skills with student behavior management.
- Demonstrated high level interpersonal and communication skills, both oral and written, across multiple stakeholders (eg students, teachers).
- Demonstrated high level organisation, planning and time management skills.
- A capacity and willingness to participate in professional learning opportunities across the College.
- Strong desire to engage with and work with adolescent children.
- Caring and considerate manner with others.
- Flexibility, versatility and initiative in approaching daily activities.
- Ability to work collaboratively in a team-based environment.

Desirable:

- Experience working with students within the Autism Spectrum.
- Good technology skills.
- Skills in art or music or drama.

Professional and Ethical Behaviour:

All members of staff are expected to observe all College's policies and procedures in particular, the Scotch Oakburn Code of Professional Conduct.

Mandatory Clearances (*must be provided prior to commencement*):

Working with Vulnerable People (Children) Registration and National Police Certificate (Schedule 1 Record)

Irrespective of any legislated exemptions available under the relevant Act(s), employment at Scotch Oakburn College (in all positions both teaching and non-teaching), is subject to the requirement to at all times hold:

1. a current Working with Vulnerable People (Children) Registration issued by the Department of Justice, Tasmania; and
2. an appropriately clear National Criminal History Certificate (Schedule 1 Record) as evidenced by the provision of a renewed police certificate every three (3) years.

It is also a requirement of your employment that you immediately advise the Principal or Human Resources Manager should your criminal history status change during your period of employment. This includes notifying the College of any pending criminal investigations and/or allegations as well as any convictions.

The cost of all clearances is at your own expense.

1. Working with Vulnerable People (Children) Registration

Working with Children Registration is a requirement under the Registration to Work with Vulnerable People Act 2013 and is issued by the Department of Justice, Tasmania. Information and application forms can be found at www.justice.tas.gov.au

2. National Police Certificate (Schedule 1 Record)

National Police Certificate (Schedule 1 Record) is also a requirement to work at Scotch Oakburn College and is issued by Tasmania Police. Information and application forms can be found at www.police.tas.gov.au