

Learning Support Assistant

TITLE:	Learning Support Assistant	
WEEKS OF WORK:	Academic weeks as per College Calendar plus Whole College Staff PL days	
HOURS & DAYS OF WORK:	Monday to Friday	8:30am to 3:00pm
REPORTS TO:	Head of Inclusive Education	
AWARD/AGREEMENT:	Scotch Oakburn College (Staff) Agreement	
REMUNERATION:	Tier 3 of the Scotch Oakburn College (Staff) Agreement	
LOCATION:	Elphin Campus (Junior School)	
MANDATORY CLEARANCES:	1. Working with Vulnerable People (Children) Registration 2. National Police Certificate (Schedule 1 Record)	
DESIRED QUALIFICATIONS:	Cert III in School Based Education Support (or equivalent) Diploma in School Based Education Support	

The College:

Scotch Oakburn College is an independent, open entry day and boarding school of approximately 1,300 students from Early Learning through to Year 12, in association with the Uniting Church in Australia. Through the provision of academic, pastoral, and co-curricular programs, the College provides a holistic education designed to prepare students for their future.

Our College has three campuses:

- **Elphin Campus**, located in the inner eastern suburbs of Launceston and home to our Junior School (Early Learning Centre and Years Prep to 5) as well as our Boarding House 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 to 8) and Senior School students (Years 9 to 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.

Scotch Oakburn College is one of 245 Round Square schools that span 50 countries around the globe. Round Square schools are committed to character education and experiential learning built around the six IDEALS of International Understanding, Democracy, Environmental Stewardship, Adventure, Leadership and Service.

The Role

The role of a Learning Support Assistant is focussed on supporting students with an Individual Educational Plan (IEP) to access the curriculum, to ensure they can effectively learn alongside their peers.



Scotch Oakburn College is accredited by the **Australian Childhood Foundation** in recognition of its commitment to **child safety standards**.

Child safeguarding screening, selection and training practices form part of the recruitment and selection process, and employment conditions for all positions at the College.



Key Tasks

- Support the delivery of student accommodations within the learning environment, to enable students to achieve the learning goals outlines in their IEP.
- Assist with the maintenance of IEP's through observations, feedback and documentation of adjustments and accommodations to the teacher and Head of Inclusive Education.
- Work with individual or small groups of students on key learning tasks, providing support strategies identified in IEPs.
- Lead small groups of students in fine/gross motor skills, as directed by the Head of Inclusive Education.
- Support the whole child in the development of their physical, social and emotional wellbeing.
- Provide care and support to students with physical disabilities (may include support in toileting).
- Ensure the health and safety of students, including an awareness of health care management plans that are in place for students.
- Observe all College's policies and procedures, in particular the College Code of Conduct.

Scope of the Position

All Learning Support Assistants work collaboratively in a team with teaching staff, assisting in building a positive community and exciting, inquiry-based learning environments that 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. All Learning Support Assistants will 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. All Learning Support Assistants will provide practical support to the teaching staff, assisting with student learning.

Level of Accountability

Performance of the role must be undertaken with the highest of integrity, in accordance with the College Delegations of Authority. This is a collaborative role, with general direction provided on a day-to-day basis. Guidance and advice are available from the classroom teacher and Head of Inclusive Education, Elphin as required.

All tasks must be completed within required timeframes, to a high standard, and in accordance with the policies and procedures of the College. Actively engaging in reflective practices and receiving feedback is required to promote continuous improvement and to lead individual professional development objectives.

Organisational Relationships

Reports to:	Head of Inclusive Education, Elphin
Direct Reports:	Not applicable
Key Internal Relationships:	Classroom Teachers All staff of the College Students
External Relationships:	Parents and/or carers of students
Leadership Teams:	Not applicable

Safeguarding Children and Young People

As an employee of Scotch Oakburn College, you are required to adhere to our Code of Conduct, accessible on The Dash, which outlines behaviour standards aligned with safeguarding children and young people.

Your responsibilities include providing a safe and welcoming environment for children and young people, acting as a positive role model, ensuring positive and safe interactions, and providing adequate care and supervision. Through the performance of their roles, all staff are required to promote the safety and well-being of children and young people in our care, and report suspicions or disclosures of abuse or policy breaches to management.

Additionally, during your employment with the College you are required to maintain valid Working with Vulnerable People documentation and undergo periodic National Criminal History record checks. You are also obligated to report to College management any criminal charges or convictions received during employment that may pose a risk to children and young people.

Work Health and Safety

Scotch Oakburn college is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students, and visitors. As a member of staff, you will be required to:

- take reasonable care of your own health and safety,
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons,
- comply, so far as you are reasonably able to, with any reasonable instruction provided by the College to allow the College to comply with the Work Health and Safety Act,
- co-operate with any reasonable policy or procedure of the College relating to health or safety, and
- report any injury, hazard, near miss or incidents and losses as soon as they are detected using the College's incident and accident reporting system.

Knowledge and Experience:

Experience is required in:

- Engaging and working with adolescent students
- Skills in student behaviour management
- Experience working with students within the Autism Spectrum
- Good technology skills

In accordance with its Recruitment Policy, Scotch Oakburn College is committed to selection procedures based on merit, qualifications, experience and which are aligned to the key selection criteria of the role. As such, applications for this role should address the Key Selection Criteria below to demonstrate their ability to fulfil the key duties and responsibilities outlined.

Key Selection Criteria:

1. Demonstrated high level interpersonal and communication skills with multiple stakeholders (eg students, teachers, parents).
2. Demonstrated experience in working with students (please indicate year levels where appropriate).
3. Demonstrated high level organisation, planning and time management skills. Experience in supervision and/or behaviour management.
4. A demonstrated understanding of physical, social and emotional issues in providing care and support to students with disabilities.
5. A capacity and willingness to embrace the College's Learner Attributes is advantageous.
6. A capacity and willingness to develop an understanding and commitment towards lifelong learning.
7. A capacity and willingness to participate in professional learning opportunities across the College.
8. Safeguarding Children: a demonstrated commitment to actively contribute to the College's safeguarding culture for children and young people, including an understanding of the College's policies in relation to Child Safety.