



Learning Support Assistant - Junior School

Position Description

Role Summary

The Learning Support Assistant plays an integral part in providing young learners at Scotch College with inclusive access to academic and pastoral structures within the Junior School.

As a member of the Learning Support Department, and under the direction of the Director of Learning Support, the Learning Support Assistant will work primarily with small groups of children requiring additional care to engage in core aspects of curriculum such as Literacy and Maths. This work may occur within the classroom or in the form of withdrawal groups.

The Learning Support Assistant will utilise their knowledge of Special Educational Needs coupled with empathy and understanding of primary aged children to create a safe environment in which young learners will feel a sense of belonging and subsequently thrive.

Responsibilities

Responsibilities include, but are not limited to:

- Working alongside colleagues in the Learning Support Department and Teachers across the Junior School to provide impactful strategies for children to access curriculum and to regulate their social and emotional behaviours.
- Support the learning of students within specific areas of core curriculum – Literacy and Maths.
- Support identified boys with social and emotional needs in and out of the classroom.
- Occasional one to one support for specific students with identified needs.
- Support the development and implementation of meaningful and authentic Individual Learning Plans (ILPs) for students with Special Educational Needs and/or English as an Additional Language (EAL).
- Contribute to the strategic development of the Learning Support Department, including the distribution and evolution of specific resources across the Junior School.

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.



Learning Support Assistant - Junior School

Position Description

OH&S Responsibilities

All staff are also required to:

- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- relevant qualifications in Educational Learning Support and/or Primary School teaching
- understanding of Structured Synthetic Phonics (desirable)
- excellent interpersonal, written and verbal communication skills
- emotional maturity and empathy
- ability to work collaboratively across teams, academic departments and with support staff
- ability to work independently and to show initiative and judgement when required
- well-developed organisational and time management skills
- proficiency in Microsoft Office
- relevant qualifications and/or training in child safety and wellbeing
- current Employee Working with Children check or VIT

Reporting To

Director of Learning Support, Junior School
Vice Principal, Junior School

Other Information

Working hours for this role are 8.00am and 1.00pm, Monday – Friday, term time only.