

POSITION DESCRIPTION

Education Assistant (Diverse Learning)



METHODIST
LADIES'
COLLEGE

OVERVIEW

Reports To

Head of Diverse Learning

Department/Section

Diverse Learning Department

Key Relationships

Internal:

- Academic Department Staff
- Heads of Year and Mentors
- Junior Years Stage Leaders
- Diverse Learning Team
- JY & SY Students

External:

- JY and SY Parents

QUALIFICATIONS AND EXPERIENCE

Essential

Qualifications/Certifications

- Cert III, IV or Diploma in School Based Education Support or equivalent qualification
- Senior First Aid Certificate or ability to obtain
- Current Working with Children Check or ability to obtain

Personal Attributes

- Demonstrated ability to model and promote the College's vision, mission and values.
- A passion for education and the ability to promote an environment of dynamic, active and genuine learning.
- Demonstrated sensitivity and awareness of the physical, intellectual and emotional needs of diverse students
- The capability to administer literacy and numeracy programs
- The ability to maintain a high level of emotional resilience and agility
- Excellent organisational and time management skills
- Well-developed communication and relationship building skills and the ability to relate and build rapport with all stakeholders
- A team focus and the ability to work as part of a high performing team.

Desirable

- Experience administrating MiniLit and MacqLit
- Experience delivering ASDAN
- Understanding of/experience with Key Word Sign and/or Augmentative and Alternate Communication.

POSITION DETAILS

Role Purpose

The role of an Education Assistant is to provide support to student with additional learning needs and complex learning profiles to help them access the curriculum, participate in classroom activities, and achieve their learning goals.

Role Responsibilities

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Supporting Learning

- Demonstrate a knowledge of learning difficulties and specific learning strategies that assist students reach their full potential.
- Provide in class support under the direction of the teacher, by assisting students and providing guidance in all course areas.
- Provide specific student support with literacy and numeracy.
- Deliver M
- Support and assist the delivery of teaching and other programs to individuals and small groups.
- Assist with student access to assistive technologies.
- Build relationships with teachers to facilitate student access to education programs by suggesting relevant adjustments to tasks that improve individual access to learning goals.
- Support student engagement in learning activities and assist students in achieving specified learning outcomes.
- Collaborate with teachers, case managers, and key College stakeholders regarding individual student progress.
- Support students by listening, encouraging, redirecting, explaining, reinforcing, practicing skills, concepts and instructions.
- Make simple adjustments to tasks to improve individual access and learning outcomes.
- Maintain appropriate communication with the teaching team.
- Contribute to meetings that plan and evaluate student learning goals.
- Undertake other duties as directed by the Head of Diverse Learning and course teachers in line with the training and competencies of an Education Assistant

Pastoral Care

- Actively encourage and support students to become independent, socially competent and able to manage their own organisation and learning.
- Develop positive relationships with all students.
- Communicate with and build relationships with parents/guardians to promote a positive partnership between home and the College.
- Accompany and support students in community access activities, excursions, sports days, celebration evenings, Chapel Services, Assemblies, etc.
- Assist with the arrival and departure of students and liaise with the Health Centre in relation to unwell students or those needing minor first aid.
- Liaise with classroom teachers, case managers and Head of Diverse Learning to discuss any concerns or issues pertaining to a student.
- Support and assist students' with personal care requirements according to procedures.
- Foster student participation in all College activities.
- Act as a strong role model for students.
- Assist with student mobility as required.
- Proactively liaise with key staff with regards to the ongoing pastoral care of students.
- Assist in recognising and celebrating student experiences and achievements.

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Administrative Support

- Assist with general administrative duties associated with, or arising from, the role.
- Assist with the observation and recording of student activities, skills, or specific behaviours.
- Prepare, organise, distribute, collect, maintain and store resources, equipment, materials and activities.
- Work in accordance with the College's Policies, Procedures and Pastoral Care programs.
- Comply with all relevant legislative, regulatory obligations, College policies and procedures.
- Complete administrative and operational activities in alignment with the College's requirements.

Team Contribution

- Seek and participate in regular professional development, as well as planning and PD days conducted by the College.
- Collaborate with colleagues and those working in Diverse Learning.
- Demonstrate a high level of interpersonal skills.
- Create positive and open communications to deliver the best possible outcomes.
- Support others and facilitate a team orientated professional environment.
- Demonstrate the ability to work independently and within a team environment.
- Demonstrate excellent time management and organisational skills, including the ability to meet deadlines.
- Demonstrate the ability to work with a wide range of staff and have a demonstrated ability to build meaningful and professional relationships with students and families.
- Utilise effective interpersonal skills and initiative when dealing with challenging situations.
- Be an active contributor in promoting the philosophy of Diverse Learning.