



## Learning Support Assistant

**Commencing Term 4, working two days per week from 9am – 3pm.  
School term only.**

The Learning Support Assistant is a member of the Learning Support Team with responsibility for working with students with special attributes and will support the effective delivery of a range of lessons. The Assistant may be required to work with individual students in a classroom setting or to accompany staff and students on excursions.

The Learning Support Assistant works under the direction of the Head of Learning Support, the Office Manager and ultimately the Principal. The Assistant will work under the direction of classroom teachers when assigned to students or classes.

### Position Duties and Responsibilities

To provide effective support to the classroom teacher by:

- Supporting students via listening, directing, explaining, reassuring, encouraging, re-directing and reinforcing.
- Working with individuals or groups of children in the classroom as directed by the teacher (groups of any ability to allow time for the class teacher to work with all students).
- Working with small groups of children outside the general classroom on activities as directed by the classroom teacher.
- Planning collaboratively with the class teacher to develop effective programs (e.g. ILP input).
- Preparing specialised materials to implement the class teacher's program for individual students.
- Reporting relevant aspects of student progress to teachers, members of the Learning Support Team, and contributing to professional discussions.
- Recording, student activities each session.
- With parental consent, assisting in the organisation and implementation of Work Experience days by assisting with travel and supervision duties.

### Role Description

Learning Support Assistant roles and responsibilities:

- Supervising and monitoring the use of specialised equipment and resources.
- Helping the teacher with classroom management issues, when appropriate.
- Providing specific support to other members of the Learning Support Team.
- Providing clerical and administrative services to the Learning Support Team.

- Supporting the general student management and pastoral approach of the school in all contact with students.
- Maintaining up to date notes on students and progress.
- Work collaboratively with other members of the Learning Support Team when supporting students.
- Understand and implement Individual Learning Plan (ILP).
- Assisting individual students with social, emotional, or behavioural skills that are needed.
- Carrying out duties for whole school activities, such as support at sporting events.
- Working closely with the Learning Support Team on the planning and implementation of whole school programs.

**The successful applicant will be expected to have:**

- Integrity and professionalism
- Excellent communication skills
- Sound personal organisation
- Strong Information and Communication Technology knowledge and skill
- Significant experience in a position of responsibility working with adolescents
- Ability to meet team and personal deadlines
- Ability to work effectively as part of a team.

**Selection Criteria**

1. Experience and/or qualifications in working with adolescents requiring academic and/or social support.
2. Capacity to work in a team environment both independently and with others.
3. Confidence in using ICT.
4. Effective written and oral communication skills.

The successful applicant **will require** a current Working with Children Check.

Applications including curriculum vitae, together with day and after hour contact details of three professional referees are invited via email: [admin@hamiltoncollege.vic.edu.au](mailto:admin@hamiltoncollege.vic.edu.au)

Please address your application to:

Head of Learning Enhancement  
The Hamilton and Alexandra College  
PO Box 286  
Hamilton 3300

**Applications must be received no later than 4pm, 15 September 2020.**

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