



LEARNING SUPPORT ASSISTANT

Commencing Term 2, 2023

Part time and full-time options. School terms only.

The Hamilton and Alexandra College is a leading regional, independent, co-educational, day and boarding school from Early Learning to Year 12.

The College has a future focused academic program that nurtures and develops the growth of the whole child, providing opportunity to pursue and develop passions and to achieve the highest standard of which they are capable of.

Staff at The Hamilton and Alexandra College are a team of highly skilled, specialised and committed teachers and educational support team members. College is proud of its rich history of strong academic accomplishment and every student is known, valued and challenged.

POSITION

The Learning Support Assistant is a member of the Learning Enhancement Team with responsibility for working with students with special attributes and will support the effective delivery of a range of lessons. This position 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 Enhancement, the Business Manager and ultimately the Principal. The Assistant will also work under the direction of classroom teachers when assigned to students or classes.

ROLE 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 or excursion days by assisting with travel and supervision duties

ROLE DESCRIPTION

Learning Support Assistant roles and responsibilities:

- Work collaboratively with and provided specific support to other members of the Learning Enhancement Team when supporting students.
- Working closely with the Learning Enhancement Team on the planning and implementation of whole school programs.
- Carrying out duties for whole school activities, such as support at sporting events.
- Supervising and monitoring the use of specialised equipment and resources.
- Understand and implement Individual Learning Plan (ILP).
- Assisting individual students with social, emotional, or behavioural skills that are needed.
- Helping the teacher with classroom management issues, when appropriate.
- 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.
- Providing clerical and administrative services to the Learning Enhancement Team.

SKILL REQUIREMENTS

- 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 school aged students
- 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 children and 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.

A SAFE AND SUPPORTIVE WORKING ENVIRONMENT

A staff mentor is provided to all newly appointed teachers at the College. Leadership and coaching opportunities exist for qualified applicants.

The Hamilton and Alexandra College is a child safe employer and is committed to the welfare and protection of children. All employees are required to comply with the College's Child Safety and Wellbeing Policy and Child Safety Code of Conduct. Applicants will be required to hold a current Working with Children Check or willing to obtain one.

WWW.HAMILTONCOLLEGE.VIC.EDU.AU

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Postal Address PO Box 286 Hamilton Vic 3300
ABN 87 006 456 266. **ACN** 006 456 266



THE
HAMILTON
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

APPLICATIONS

Applications including curriculum vitae, together with day and after hour contact details of three professional referees.

Address your application to: The Principal

Email: admin@hamiltoncollege.vic.edu.au

Due date: 14 April 2023.

****Earlier applications are welcomed.****

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