

Learning Enhancement Assistant

POSITION DESCRIPTION



Reporting to:	Learning Enhancement Coordinator
Status:	Ongoing
Fraction:	Full-time (5 weeks' annual paid leave, 8 weeks' unpaid leave)
Salary:	General Staff Category 3
Hours:	38 Hours per week; 8:00am-4:06pm Monday to Friday
Location:	Donnybrook campus
Prepared:	November 2022

Position Context

Hume Anglican Grammar is a multi-campus co-educational Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,300 from Prep to Year 12. This year, the school has 2,023 students and employs some 200 staff - 150 teaching and 50 non-teaching.

In 2023, the School will open its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students. In 2022, the first classes for the new campus have commenced and are being accommodated at the Donnybrook campus, to then move to the new site in 2023. Currently, the student enrolment at each campus is: Mt Ridley 1,345, Donnybrook 500 & Kalkallo 120.

The school is on a growth trajectory and in 2023 is expected to increase to 2,265 students and ultimately have some 3,300 students (Mt Ridley 1,400, Donnybrook 1,300 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

The Learning Enhancement Assistant is a part of the Learning Enhancement team working under the direction of the Learning Enhancement Coordinator within their area of responsibility. They are responsible for assisting students with additional needs by supporting and extending their learning in the classroom, under the guidance and with the cooperation of the classroom teacher. The Learning Enhancement Assistant will also contribute to assisting students develop the strategies and skills necessary to foster learning, independence and confidence in order to facilitate a students' ongoing progress and attainment of optimal educational outcomes.

The Learning Enhancement Assistant supports and models the School's values and Christian ethos when dealing with stakeholders. They serve as an ambassador of the School, promote its policies and exemplify its standards.

Hume Anglican Grammar is committed to child safety. The Learning Enhancement Assistant supports and promotes the School's child safety culture. Under the direction of the Deputy Principal, they carry out strategies to embed a culture of child safety and assist in the review of the effectiveness of the strategies and revise as required.

The Learning Enhancement Assistant is a member of the General Staff and works proactively and collaboratively in a team environment to support and enrich their collective responsibilities.

The Learning Enhancement Assistant works in close partnership with the other Learning Enhancement Assistants and Teacher Assistants, and reports to the Director of Teaching and Learning through the Learning Enhancement Coordinator.

Nature of the Role

The role is designed as a full-time position, working from 8:00am to 4:06pm, including a 30 minute meal break. All paid and unpaid leave must be taken during non-term weeks.

The Learning Enhancement Assistant works the 38 term weeks, plus the week prior to the commencement of the academic year.

Upon commencement, this position will be based at the Donnybrook campus. There may be a requirement to travel to the other campus and or perform part or all of this role at other locations.

Responsibilities and Duties

Subject to the discretion of the Principal, the Learning Enhancement Assistant is responsible for supporting students with learning needs.

Responsibilities include:

- Providing support to teachers by assisting students with their learning
 - Working supportively with teachers in achieving the goals outlined in individual learning plans
 - Recording information regarding the activities and progress of students learning
 - Assisting in assessment tasks as directed by the teacher and/or Learning Enhancement Coordinator
 - Liaising with Classroom teachers to plan learning engagements for students who require additional support
 - Providing assistance to students with routine school tasks and assisting with their organisational skills
 - Communicating progress and observations regarding students to the class teacher, subject teacher, Homeroom teacher and Learning Enhancement Coordinator
 - Completing and adding to individual learning plans/learner profiles as required
 - Assisting the Homeroom teacher in helping students develop social interactions with peers and promote self-esteem of the students
 - Attending excursions/incursions and participate in extra-curricular activities as required
 - Attending Parent Support Group meetings as required
 - Providing written information to the Learning Enhancement Coordinator to assist in writing end of semester student reports
 - Participating in professional development days as required
 - Carrying out other duties as directed by the Principal
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Qualifications, Skills and Experience:

Essential

- Knowledge of, and experience with the approaches to supporting children with additional needs
- Experience in a similar role in an educational setting
- Support for the educational culture and Christian/Anglican ethos of the School
- A current Working with Children Check

Desirable

- Qualifications in the field of educational support
 - Involvement in professional communities
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Personal Qualities

- A passion for personal growth in young people.
 - Interpersonal skills of a high order, particularly in supporting and motivating young people
 - A friendly, positive and helpful work manner which displays sensitivity to students and their families
 - Demonstrated organisational and time management skills with strong attention to detail
 - Personal sense of initiative, enthusiasm and high energy
 - Sound communication and interpersonal skills to build relationships with key stakeholders
 - Excellent planning, and investigative capabilities
 - A resourceful team member who is able to operate in a collaborative and inclusive manner
 - The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality
 - Commitment to professional learning and continuous improvement
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Key Selection Criteria

1. Knowledge of, and experience with the approaches to supporting children with additional needs
2. Excellent interpersonal qualities required to work with children with additional needs
3. Ability to build trust, effectively collaborate and maintain strong relationships with others, specifically colleagues and parents

This Position Description may be altered from time to time to meet the operational needs of the School.