



# St Paul's Grammar School

## Working @ St Paul's – Learning Enrichment Assistant

*St Paul's Grammar School is a co-educational, Pre-Kindergarten to Year 12, interdenominational Christian school. As an International Baccalaureate World School, our aim is to present a world-class education, preserving the best of traditional methodology whilst harnessing the best in cutting edge contemporary practice. In doing so, we also seek to present, with integrity, the teachings and values of the Christian faith.*

### POSITION SUMMARY

<b>POSITION TITLE:</b>	Learning Enrichment Assistant (Casual)
<b>DEPARTMENT:</b>	Learning Support
<b>REPORTS TO:</b>	Head of Learning Enrichment
<b>AWARD / AGREEMENT</b>	Independent Schools NSW (Support and Operational Staff) MultiEnterprise Agreement 2017
<b>STATUS:</b>	Casual
<b>CLASSIFICATION:</b>	According to MEA
<b>OTHER ALLOWANCES:</b>	Nil
<b>SPECIAL CONDITIONS:</b>	Supportive of the School's Christian aims and ethos
<b>PURPOSE STATEMENT:</b>	Working at St Paul's is both a ministry and profession. The two must never be separated or one seen as more important as the other. The success of each is dependent on the other. Our expectation is that all staff operates with the highest levels of professionalism and in the spirit of Christian service. The role of the Learning Enrichment Assistant is a participant in a collaborative, team-focused approach where key information is to work with teaching staff to meet the learning needs for identified students through the curriculum and pastoral structures of the School.

### KEY RESPONSIBILITIES

- Actively support, and live out the school's Declaration of Faith, Strategic Plan, Mission Statement and IB Philosophy.
- Assist in providing a quality educational service to students and parents through positive, rigorous and contemporary teaching and learning.
- Assist the classroom teacher organisationally, with behavioural management and with teaching of small groups.
- Providing consultation time with regular class teachers for negotiation of differentiated assessment and curriculum adjustments for students on individual programs of study, including providing strategies for teachers to use within the classroom situation.
- Assist in creating and maintaining engaging, supportive and safe learning environments.
- Engage in professional learning.
- Engage professionally with colleagues, parents/carers and the community.
- Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school.
- Ensuring compliance with the Disability Discrimination Act, the Privacy Act and the Education Standards in consultation with other key staff.
- Work within school's policies and procedures.
- Work one to one with students on individual programs devised by Learning Enrichment leaders. These programs may be academic, behavioural or programs devised by a speech therapist, occupational therapist or other specialist personnel or programs devised from a student's IEP (Individual Education Plan).



- Assist with small groups within the classroom or on a withdrawal basis in the areas of literacy & numeracy.
- Assist students with technological equipment e.g. computers.
- Assist in the playground with selected students or small groups (social skills).
- Assist small groups of students at lunchtime or in the playground.
- Assist with sporting/fitness activities with selected students.
- Attend at excursions and camps as necessary.
- Assist with the mentoring and evaluation of students and recording the results.
- Assist with the implementation of appropriate student behaviour management techniques including preparing social stories and rehearsing these with students.
- Work as part of a team to implement a whole school plan for students with additional learning needs or disabilities.
- Keep a daily record of major activities.
- Perform administrative tasks as required

#### **ESSENTIAL SKILLS / QUALIFICATIONS:**

- Minimum of Certificate III in Children's Services required or equivalent.
- Current First Aid Certificate, including CPR.
- Excellent ICT literacy across a range of applications.
- High-level administrative and organisational skills.
- Be confident to represent student needs to teaching staff and HoDs
- A flexible and innovative approach to work.
- Outstanding professional presentation and manner.
- Excellent written and interpersonal communication skills.
- Proven ability to work collaboratively and energetically within a dynamic organisation.
- Current Working with Children Check (NSW WWCC).
- Membership of a local Christian church or community.
- Attention to detail and high-level organisational ability.
- Proven ability to work as a constructive member of a team with a professional, courteous manner.

#### **DESIRABLE SKILLS / QUALIFICATIONS:**

- Experience working in a school environment
- A familiarity with the requirements of NCCD
- Experience in a school with an inclusive model of education
- Experience in implementing MultiLit programs
- Experience in modifying assessment tasks
- Ability to engage with the Learner Platform
- Experience implementing the Policies of IB and NESA
- Be aware of Adolescent Social needs skills

#### **PROFESSIONAL CONDUCT:**

- Fulfil all requirements of the St Paul's Staff Code of Conduct.
- Undertake all duties with loyalty, enthusiasm, diligence and the highest standards of professionalism.
- Pursue and encourage excellence in all areas of school life.
- Adhere to school policies; including: Student Welfare, Child Protection, WHS, Assessment and Reporting and Copyright Regulations.
- Maintain confidentiality regarding all school related issues.
- Communicate with staff, students and parents in a professional and timely manner (within 48 hours).



- Demonstrate a willingness to work positively and collaboratively within a team as well as having the ability to work independently.
- Demonstrate effective communication and conflict resolution skills.
- Professionally serve all members of the school community - including students, parents and staff.
- Represent the best interests of the school at all times.

#### **WORK HEALTH AND SAFETY:**

- Comply with WHS requirements to ensure a safe working environment.
- Establish and maintain student progress records and provide effective/helpful handover of information (via data, anecdotal record and observation) from year to year.
- Ability to time-manage effectively.
- Comply with WH&S requirements (specifically Section 36 of the Workplace Health & Safety Act) to ensure a safe working environment.
- Current knowledge and active application of school policies and procedures including copyright regulations.
- Demonstrate knowledge of risk management; ability to apply due diligence with regard to the reporting of hazards and incidents.
- Conversant with the procedures for organising events, i.e. Calendar, Variations to Routine (VTR/V2R), Risk Management Plans (RMP), Student Permission Notes.
- Administer First Aid on occasion, as required.

#### **SUPPORTING THE SCHOOL'S CHRISTIAN MISSION:**

- Actively support, and live out the school's Declaration of Faith, Strategic Plan and Mission Statement.
- Reflect an integrated model of Christian teaching and or service to all aspects of school life.
- Promote in students a strong commitment to serve others.

#### **OTHER DUTIES:**

- Attend and actively participate in school-based community engagement activities such as school assemblies, chapels, sports carnivals, school camps, and excursions.
- Be involved in at least one school-approved co-curricular activity per year.
- Encourage and promote engagement with the wider community, through active participation in the co-curricular life of the school.

Given the dynamic environment in which the school operates, the Principal may alter the roles and responsibilities of this position at his discretion in order to most effectively serve the needs of the school.

I have read, understand and agree to undertake the responsibilities and requirements as detailed in this position description.

Name:

Signature:

