



## **Enrichment (Learning Support) Assistant – Middle School (Years 6-8)**

**Status:** Permanent Part Time 0.8FTE

**Commencement:** Term 1 2020

**Position Location:** Forde Campus, Corner Francis Forde Boulevard and Hurrell Streets, Forde

Burgmann Anglican School is a Preschool to Year 12 School with campuses located at Gungahlin and Forde. An Early Learning Centre catering for students from 6 months of age will open in 2020.

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school.

### **Line Management**

This position is responsible in the first instance to the Head of Middle School and ultimately the Principal.

### **Duties**

Under the direction of the Middle School Enrichment teacher and classroom teachers:

- Support children requiring adjustments to participate in their learning and school life
- Prepare alternate resources to supplement classroom materials if required
- Contribute to professional dialogue regarding individual student progress
- Keep records of adjustments to learning and participation
- Assist with personal care
- Other duties as directed

### **Selection Criteria**

- A relevant qualification and/or experience in working in learning support and/or teacher's aide roles
- Excellent written and oral communication skills
- Demonstrated ability to establish and maintain a warm, positive and encouraging rapport with students
- Ability and willingness to physically assist with mobility and personal care if required
- Ability to keep accurate records
- Demonstrate strong IT skills including classroom technologies and web based learning support systems

## **Salary, Terms and Conditions**

The successful applicant will be employed under the *Independent Schools NSW/ACT Standards Model (Teachers) Multi Enterprise Agreement 2017*.

## **The Application**

Applicants should provide the following documents via email to:

**[employment@burgmann.act.edu.au](mailto:employment@burgmann.act.edu.au)**

- Covering letter to the Principal, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length).
- Curriculum vitae (no more than 4 pages).
- A copy of your academic transcript
- A copy of your Working with Vulnerable People card
- Details of three professional referees, preferably one referee should be the applicant's current minister.

**Applications close: Monday 9 December 2019**