



CANTERBURY
COLLEGE

Position Description

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| POSITION: | Learning Enrichment Assistant – Middle and Senior School |
| DEPARTMENT: | Middle and Senior School |
| RESPONSIBLE TO: | Dean of School |
| REPORTS TO: | Dean of School |
| Pay Rate | Pay rates and levels are determined in accordance with the Canterbury College Agreement 2016 |
| DATE: | 21 st September 2016 |

CANTERBURY COLLEGE INFORMATION:

Canterbury College is an Independent Christian School, affiliated with the Anglican Church, catering for students from Kindergarten to Year 12. It is located in Waterford, south of Brisbane, in Queensland, Australia. The College includes in its Vision Statement the desire to inspire people to achieve personal, social and educational goals in an environment that nurtures and promotes self-awareness and growth based on strong Christian values.

The school's motto is ***"Fortior Quo Paratior"*** – ***"The better prepared the stronger"***.

Students come from a diverse range of backgrounds and have a wide range of abilities. Canterbury College is able to cater for students with learning difficulties and physical disabilities. The College is designed to allow wheelchair access to all buildings.

Students are grouped in Focus Areas of Junior School (K-6), Middle School (7-9) and Senior School (10-12).

ORGANISATIONAL EXPECTATIONS

All employees are bound by the requirements of the College's policies, procedures and stated mission to act with integrity and in a way that shows a proper concern for the public interest, be familiar with and follow the spirit and content of the College's Code of Conduct and the Charter of Values. This includes the College's values of serving the community by providing a high quality of service, and the values which govern the conduct of staff, which include Loyalty, Respect and Trust; Corporate Teamwork; Excellence and Best Practice; Open, Fair, Accountable and Efficient Work Practices; and Staff Development; Quality of Service; Continuous Improvement; People Concern; and Teamwork.

Canterbury College is committed to maintaining a healthy and safe work environment. All staff are expected to be committed to Workplace Health and Safety.

All employees recognise and accept that multi skilling is an essential component of working at the College. From time to time all employees may be required to undertake duties that are outside their normal Position Description but within their skills, competencies and capabilities.

Any information obtained by staff during the course of their duties is confidential and should be treated as such. Staff will not disclose confidential information to gain advantage for themselves, their families or for any other person or entity.

Proof of qualifications will also be required prior to commencement.

RELATIONSHIPS AND AUTHORITY:

Learning Enrichment Assistants are responsible and accountable for their own work which is performed within established guidelines using some discretion and is subject only to general supervision.

The position works collaboratively in a team with teaching staff, assisting in building a positive community and exciting, inquiry-based learning environments which engage and challenge young learners

The incumbent provides practical support to the teaching staff, assisting with student learning, completing routine administrative tasks and assisting with the presentation of the environment, including organisation of materials and maintenance of equipment.

The performance of the incumbent is measured by reference to the achievement of outcomes and application of personal knowledge and initiative to assigned duties.

POSITION PURPOSE:

To provide learning support within Years 7 – 12 to all students who have been identified as requiring support with learning in all key areas.

POSITION RESPONSIBILITIES:

- Assisting students with learning, individually and in small groups, in all key education areas.
- Carrying out administrative tasks such as copy typing, data entry, photocopying, laminating, binding and guillotining.
- Using computer applications such as Microsoft Word, Excel, Publisher, PowerPoint to assist the students and perform duties for teachers.
- Liaising with teachers and students, daily, providing any relevant information to the appropriate teacher.
- Liaising with the Enrichment teacher and other Teacher Aides.
- Typing up reports to keep Enrichment Teacher updated on student's progress
- Filing (including confidential information)
- Modify, implement and oversee learning programs under the guidance of qualified teachers
- Assist parents with general enquiries, however specific enquiries relating to students must be directed to the appropriate teacher.
- Under the direction of the responsible teacher, oversee students at recess time
- As instructed, order, maintain and deliver
- Assist as additional person on excursions etc
- As directed, undertake stock takes

PROFESSIONAL RESPONSIBILITIES:

All staff are required to contribute to the collective welfare of the school community. As such they are required to:

- Work collaboratively with their peers to meet position and departmental responsibilities;
- Attend such meetings of department or school staff as requested by their supervisors;
- Attend student assemblies, worship and other activities as are necessary for the smooth conduct of the school;
- Model for student's appropriate dress, deportment, language, behavior and communication;
- Support colleagues in promoting the ethos and values of the College;
- Conduct themselves in a way which develops respect for themselves, and the College

ORGANISATIONAL RESPONSIBILITIES:

Canterbury College staff are required to comply at all times with the Staff Code of Conduct and Duty of Care Policy, which includes the following key points:

- Carrying out all required duties of their job in a professional and conscientious manner;
- Demonstrating commitment and loyalty to the educational, spiritual and social values of the College and the Anglican Ethos Statement for schools;
- Behaving with integrity in the course of their employment;
- Acting with compassion, care and diligence;
- Dressing appropriately;
- Behaving in a lawful and professional manner;
- Actively participating in required and appropriate professional development;
- Ensuring the highest standards of ethical behaviour when interacting with colleagues, students and their families, and the wider community, including when using, commenting and posting on social media platforms.

KEY SELECTION CRITERIA:

1. Willingness and ability to work within in a team collaboratively to achieve desired outcomes.
2. Demonstrated high level interpersonal and communication skills with multiple stakeholders (eg students, teachers, parents)
3. Experience in supervision and/or behaviour management
4. Demonstrated experience in working with students in a similar positon

ESSENTIAL QUALIFICATIONS & LICENSES:

Have a current Positive Notice Blue Card, or the ability to obtain one.

Certificate 111 in Education is the minimum requirment.

AUTHORISATION

Manager

Name

Signature

Date

**Role
representative
(if applicable)**

Name

Signature

Date