



# All Hallows' School

## Duty Statement

### **Learning Support and Enrichment Aide**

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**All staff of All Hallows' School are required to:**

**Demonstrate support for the spiritual life of the School:**

- Witness to the Catholic values of the School.
- Participate in School worship and liturgy.
- Demonstrate faith as an integral part of the mission of the School.

**Support School policies and procedures**

- Actively support and implement all School policies and procedures.

**The Learning Support and Enrichment Aide will ordinarily be responsible for undertaking such duties as:**

- Assist developmentally appropriate student learning, either individually or in groups, where some discretion and judgement is involved in evaluating and assessing (under the supervision of an academic staff member) the learning needs of students.
- Within routines, methods and procedures, carry out liaison between the School, the student and the student's family, where some discretion and judgement is involved (under the supervision of an academic staff member).
- Support students in relation to their physical needs where some discretion and judgement is involved.
- Carry out a wide range of secretarial and clerical duties at an advanced level, including word processing and maintaining manual and computerised records.
- Respond to enquiries from students, staff, parents and others and address issues in accordance with routines, methods and procedures.
- Use software application packages to create database file structures, and spreadsheets/worksheets.
- Maintain established central filing/record systems in accordance with routines, methods and procedures.
- Make and record appointments on behalf of another and, where necessary, resolve involved appointment scheduling problems.
- Make travel and other arrangements in line with given details.

**Specific Tasks**

- Operate and maintain departmental data base
- Collect, record and circulate student information
- Collate diagnostic testing results
- Maintain and update storeroom and supplies
- Monitor resource library

### **General office administration**

- Produce and maintain departmental resources.
- Photocopying.
- Laminating resources.
- Typing of documents related to the activities of the Department.
- Liaise with other members of the Department and/or School as necessary.

### **Special Examination Needs**

- Organising special provision for exams including acting as scribe when needed and organising laptops, and so on.
- Organising Learning Support and Enrichment student exams in liaison with the Exam Roster Coordinator.
- Supervising exams for short periods of time as needed.

### **Assist with the co-ordination, administration and promotion of events/activities for Learning Support and Enrichment Department, as appropriate.**

- These activities may include: Cluster Days; Days of Excellence; Support Your Daughter Evening; Orientation Testing; Tutoring; Future Problem Solving; Learning Support and Enrichment Conferences; University enrichment programs.
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### **Other duties:**

- Other duties as directed by the Principal or the Head of Learning Support and Enrichment.

### **Reporting Relationship:**

The Learning Support and Enrichment Aide is responsible to the Principal in all matters pertaining to the position and reports directly to the Head of Department – Learning Support and Enrichment.

October 2015