



IMMANUEL LUTHERAN COLLEGE

DUTY STATEMENT

SECONDARY SCHOOL
LEARNING ENHANCEMENT TEACHER AIDE

POSITION	Secondary School Learning Enhancement Teacher Aide
COMMENCEMENT	January 2020
RESPONSIBLE TO	Principal through P-12 Learning Enhancement Coordinator, and/or Head(s) of Sub-School(s).
SALARY AND CONDITIONS	As per Queensland Lutheran Schools Single Enterprise Agreement 2016
TYPE OF APPOINTMENT	Permanent Fixed-term, part-time, term-time
POSITION SUMMARY	Refer below

Secondary Role/Purpose:

The Secondary School Learning Enhancement Teacher Aide is responsible for the enhancement of teaching and learning activities through:

- Providing direction, supervision and care for student(s) in small groups and individually;
- Displaying the qualities of good organisation and communication;
- Maintaining professional standards;
- Working as a member of a team; and
- Embracing the Christian ethos of the College.

Relationships and Authority

The Secondary School Learning Enhancement Teacher Aide reports to the Principal through the P-12 Learning Enhancement Coordinator, and/or Head(s) of Sub-School(s).

Key Accountabilities:

- Work with teachers to develop and provide a creative learning environment;
- Work with teachers to develop a sense of community for parents;
- Work with students with learning difficulties and/or disabilities, including students with verified needs, individually and in small groups to enhance learning;
- Work with students on specific programs designed by staff to enhance learning needs;
- Assist with the documentation of student learning experiences and other administrative duties;
- Assist with the collection of data;
- Contribute to the health and safety of students;
- Contribute to the overall teamwork and support of the Learning Enhancement team at relevant Year Level and across the College;
- Assist with preparation of materials for student projects and experiences;
- Assist with the behaviour management of student;
- Enhancement the cognitive and social development of students;
- Participate in workplace safety procedures;
- Communicate effectively with all stakeholders via consultation, communication and in collaboration with the P-12 Learning Enhancement Coordinator, i.e. students, teachers, parents, advisory visiting teachers and other specialists, administration and other school staff;
- Actively participate in professional development and networking with teachers and other professionals;
- Utilise and record information on the College's online student management tool, SEQTA;
- Providing any other assistance as required by teaching staff; and
- Other duties as directed.

Professional Standards

- Comply with professional legislated mandatory reporting requirements;
- Actively participate in College performance and development cycle;
- Maintain high collaborative work practices as a member of the Learning Enhancement team to ensure the best possible outcomes for the students; and
- Participation in the College's program for spiritual and pastoral care and various other duties.

Classroom Management

- In consultation & collaboration with the classroom teacher, apply effective behaviour management techniques which are based on recognised theories of behaviour and consistent with the College ethos, such as Restorative Practice;
- Have knowledge of and advise students of the College's Code of Conduct;
- Where requested, maintain an accurate roll via SEQTA;
- Encourage and direct students to meet expectations for appropriate behaviour;
- Deal with students in a courteous, firm, consistent and respectful manner at all times;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a positive learning environment where students feel safe to risk full participation;
- Demonstrate strategies to create a positive environment supporting student effort and learning; and
- Monitor student progress and liaise with the relevant staff regarding student individual learning needs.

Pastoral Care

- Contribute to the responsibility of pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom;
- Strengthen students' faith development through participation in devotion/worship; and
- Report irresponsible or improper behaviour that is beyond normal classroom management techniques to the relevant staff.

Other

- Comply with the accepted dress code of the College as outlined in the Staff Handbook;
- Exhibit personal behaviour reflective of the ethos and Mission Statement of the College;
- Follow Workplace, Health and Safety procedures;
- Attend all meetings as designated;
- Playground duties; and
- Perform other reasonable duties as directed by the Principal.

REQUIREMENTS OF THE POSITION

Skills, Experience and/or Qualifications

- Relevant qualification, e.g. Certificate III or IV in Education Enhancement/Teacher Aide Studies or experience in learning enhancement environments;
- Current Certificate in First Aid or willing to obtain during the first year of service;
- Demonstrated ability to work with children, adolescents and young adults;
- Experience in working in a learning environment with small groups and individual students;
- Able to empathise with parents and students;
- Demonstrated ability to work in a collaborative and co-operative team;
- Show initiative and offer suggestions relevant to the role;
- Flexible in approach; and
- Current Suitability Card ('Blue Card') from the Commission for Children and Young People and Child Guardian for working with children.

Selection Criteria

- SC1** Evidence of active involvement in a Christian denomination and/or ability to enhancement the Christian ethos of the College, including worship and devotional life
- SC2** Demonstrated high level interpersonal and communication skills with multiple stakeholders (e.g. students, teachers, parents)
- SC3** A demonstrated understanding of physical, social and emotional issues in providing care and enhancement to students with additional learning needs within a P-12 context
- SC4** Demonstrated creativity and flexibility in various situations along with high-level organisation, planning and time management skills and the ability to work unsupervised and to use initiative where appropriate
- SC5** Demonstrated skills in working as a member of a team including an infectious enthusiasm and sense of humour
- SC6** Possess basic competence in ICT skills, including word processing using Microsoft Word, Excel and Publisher

Application

Please provide a covering letter, resume and address of the Selection Criteria.

- The resume should clearly detail relevant achievements under each position held.
- Address each of the selection criteria as separate items, making reference to the key knowledge and attributes.
- Where appropriate, provide an account of your experiences and achievements include all your jobs, even if early ones are referred to only briefly; we are interested in the whole person.
- Include two relevant referees with contact details.
- A maximum of 4-6 pages would be appreciated.