



# **STUDENT SERVICES AIDE**

(MIDDLE AND SENIOR SCHOOL)

## **POSITION DESCRIPTION**

### **JOB TITLE**

Student Services Aide

### **CLASSIFICATION**

Level 2 or 3 (depending on qualifications)

Part time, Term Time

Lutheran Schools Single Enterprise Bargaining Agreement (2016) (Schedule 3)

### **ORGANISATIONAL RELATIONSHIP**

**Reporting To:** Student Services Coordinator

**Accountable To:** Deputy Principal-Head of Middle and Senior Schools, the Student Services Coordinator and the Principal

**Supervisory Responsibilities:** Assisting students in classes and on playground duty

### **POSITION OBJECTIVES**

The Student Services Aide works with students of all ages to support their learning needs, implements required programs, and designs and implements strategies to reinforce classroom concepts, following guidelines and instructions given by the Student Services Coordinator. Play a vital role in reinforcing learning intentions and provide instruction under the supervision of Student Services Coordinator and/or classroom teacher.

### **MISSION FOCUS**

The Student Services Aide will promote the mission of the College by

- Being committed to promoting and celebrating the Gospel of Jesus Christ, especially through the ministry and mission of St Andrews Lutheran College
- Working closely with, and being guided by the Chaplain in spiritual matters;
- Focusing on nurturing the individual gifts of students and staff in the community and promoting harmonious, synergistic relationships
- Promoting educational excellence in all aspects of school life (curricular and co-curricular)
- Personally modelling the attributes of a lifelong learner (inner learning, complex thinking, community participation, collaborative learning and quality production)
- Maintaining harmonious relationships and resolving conflict through following the College's Round Table Policy/Restorative Practices

### **SPECIFIC REQUIREMENTS OF THE ROLE**

## **A. Skills**

1. Proven ability to work unsupervised, meet deadlines, set priorities, be well-organised and able to work under pressure
2. Proven effective interpersonal and communication skills enabling effective and efficient liaison with members of the school community – staff, students and parents
3. Demonstrated ability to work in a team, in close cooperation with the other members supporting individual student needs
4. Ability to listen to, relate to and understand all children and respond appropriately
5. Ability to offer suggestions relevant to the role
6. Display flexibility in adapting to changing routines and teaching/learning situations;
7. Demonstrate professionalism and confidentiality appropriately

## **B. Knowledge**

8. Competent IT skills and knowledge, including iPad and Laptop
9. Confident teaching literacy and numeracy skills up to year 12 level
10. Capable working with students with additional needs

## **C. Experience / Qualifications**

11. Demonstrated previous experience working in similar roles in a school setting
12. Certificate IV in Education Support is an advantage
13. Certificate III in Children's Services or other relevant qualification or equivalent experience;
14. Current Senior Certificate in First Aid;
15. Current Suitability Notice (Blue Card) (Qld Government Blue Card Services)
16. Demonstrated experience in working with special needs students;
17. Demonstrated competence and confidence in using a personal computer, Ipads and Microsoft Office software programs.
18. Experience in the use of equipment – photocopiers, scanners, laptops and other relevant equipment.

## **C. Key Responsibilities**

- Work with students of all ages to support their learning needs, as determined by the specific Individual Education Plan (IEP), and under direction from the Student Services Coordinator;

- Implement required IEPs to meet individual student needs, working in close cooperation with the student's teachers and LAG teacher to ensure integration of student needs into the classroom setting;
- Assist Class Teacher and/or Student Services Coordinator with the design and implementation of strategies and adjustments to reinforce classroom concepts where applicable
- Follow guidelines and instructions given by the Student Services Coordinator
- Provide regular reports (verbal or written) to the Student Services Coordinator on the effectiveness of programs in place, and on student progress
- Liaise with the Student Services Coordinator, parents and staff members in the development and review of IEPs and in the monitoring of ongoing assessment of student progress
- Monitoring and documenting student progress
- Meeting with student's teachers and LAG teacher, parents and other interested parties involved in the support of profiled students
- Preparing materials and equipment used in the daily program in consultation with the teachers/coordinator
- Assist in physical education activities, as required
- Perform yard duty
- Complete basic clerical tasks such as photocopying, filing, and ordering
- Other duties as directed

#### **D. Protocols**

1. The Student Services Aide must be punctual to all work, classes and duties
2. The Student Services Aide is required to complete administration work in relation to profiled students. This may require such tasks as management of the profiled students IEP, typing of minutes, and forwarding of information to teachers. Other administration work may involve filing, communicating with parents re: profiled students, management of logs and other related administration tasks as directed by the Student Services Coordinator which are deemed suitable for Student Services Aides
3. The Student Services Aide must be provided with support through in-servicing of their role in supporting learning groups
4. The Student Services Aide may be required to supervise and assist students in Student Services who are attending for extra assistance (referred by teachers, HOMS or HOSS) or allocated study lessons in Student Services
5. All information about a student's progress and learning condition is to be treated on a strictly confidential basis, and only reported as required to the Student Services Coordinator and student's teachers
6. If a student is referred to Student Services for misbehaviour and the Student Services Coordinator is not present, the Aide may provide the student with a reflection sheet to

complete. If upon completion and the Student Services Coordinator is still absent, contact the appropriate Head of Middle or Senior School. If neither of these people are available, contact the Deputy Head of Middle/Senior School. If this person is also not available, collect the reflection sheet from student and issue student with a note to return to class and leave the necessary details along with the reflection for the Student Services Coordinator to address upon return

7. At certain times, the Student Services Aide may be required to supervise exams being conducted in Student Services. The Student Services Exam Protocol needs to be followed (available in Student Services)
8. Approval for any variations to your timetable (e.g. location of individual support lessons, timetable changes, lesson plans, etc) must be sought from the Student Services Coordinator
9. Maintain appropriate professional contact with students at all times. Personal contact outside of the school setting and times must only take place with the direct approval of the Student Services Coordinator
10. A Student Services Aide can be directed to supervise an individual student, or a small group as part of the teaching / learning program, away from the classroom (eg a seminar room in the Library), but in close proximity to a teaching member of staff. At all times avoid withdrawal areas with no visual contact to other student activities
11. The development and oversight of any teaching/learning programs is the responsibility of the student's teachers, but input from the Student Services Aide can be sought. A Student Services Aide will not be required to develop a support program independently of the student's teachers
12. Progress reports to parents should always be directed through the Student Services Coordinator
13. Any concerns about student welfare (at home or school), inappropriate behaviour of any staff members or parents that may be observed in the course of working in classrooms, must be reported to the Student Services Coordinator
14. Supervision of the whole class should normally only be required in an emergency situation, and always in close proximity to another teaching staff member. Where agreed to by the Student Services Aide, a clearly set-out and pre-planned program outlining the role must be provided. There will be no expectation to 'teach' a class
15. The Student Services Aide is not normally required to be the only member of staff on a bus or at a venue where students are present and no teaching staff member is available as a reference point
16. The Student Services Aide is to carry an infringement book with them when on duty and fill in where appropriate and necessary
17. The Student Services Aide may sign a student's green card on behalf of the teacher or after consultation with the teacher and as directed by the teacher but is not to sign any other cards (yellow, orange, red); Refer this to the class teacher or the Student Services Coordinator

## **WORKING CONDITIONS**

Regular working hours will be determined by negotiation. The position as Student Services Aide will be normally term-time, but school holiday work may be determined by negotiation with Principal and Student Services Coordinator.

## OTHER REQUIREMENTS

All members of staff at St Andrews are expected to:

- Convey to the public a positive image of the College
- Abide by the code of conduct explained in the College's Child Protection and Sexual Abuse policies
- Maintain an understanding of, and take responsibility for, the oversight of the Workplace Health and Safety Standards of the College, in consultation with the College's Workplace Health and Safety Officer
- Participate in staff training and development activities to assist in the achievement of individual/work goals
- Abide by the College Privacy Policy
- Abide by the non-smoking policy of the College

## SELECTION CRITERIA

- SC1 Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including its worship and devotional programme.
- SC2 Demonstrated personal and interpersonal skills that enhance positive relationships with all members of the community especially teaching staff and students.
- SC3 Demonstrated commitment to the central mission of an organisation. Where there is experience in an educational institution, evidence of clear support for the educational aims of the institution as the highest priority.
- SC4 Evidence of a personal commitment to continuous self-evaluation and lifelong learning.
- SC5 Demonstrated skills and appropriate qualifications relevant to fulfil the role of teacher assistant in the particular area of learning support required.
- SC6 Demonstrated skills and appropriate qualifications to fulfil the roles outlined in the *Specific Requirements* for the position.
- SC7 Evidence of a clear service focus; ability to meet deadlines, prioritise competing work demands and provide a high quality level of customer service to the people of the College and the wider community.
- SC8 Demonstrated levels of initiative, efficiency, perseverance and flexibility necessary to contribute to a learning community which values teamwork and the achievement of excellent outcomes at all levels of the organisation.