



Position Description

Position Title	Learning Assistant
Address	77 – 81 Willesden Road, Oakleigh
Appointed by	Principal
Responsible to	Head of Learning Enhancement
Employment Type	Full Time or Part Time
Position in Context The Learning Assistant is responsible for supporting inclusion of all students, by direct support, or assisting the class teacher.	

1. Responsibilities:

The Learning Assistant is responsible for:

- Implementing programs and Interventions with small groups or individual students;
- Working with a range of students to support student outcomes;
- Informing relevant staff of progress or concerns they may have about the pupils they work with;
- Implementing relevant strategies to support the outcomes of those with special educational needs and disabilities;
- Present as a visible part of teaching during each phase within the Teaching and Learning Model (TLM);
- Communicating effectively and sensitively with pupils to adapt to their needs and support their learning;
- Safeguarding pupils' wellbeing by following statutory guidance along with school policies and practice.

2. Knowledge, Skills and Personal Attributes:

Knowledge:

- Subject and curriculum knowledge;
- Knowledge of school processes and curriculum e.g. MYP/Leader in Me program (desirable);
- Knowledge of effective strategies to support students with individual needs.

Skills:

- The ability to communicate effectively with students and staff members;
- Effective organisational skills;
- An ability to adapt and deliver support to meet individual needs;
- High level of accuracy and note taking skills;
- Strong Information and Communication Technology skills;
- Effective time management.

Personal Attributes:

- Commitment to own practice through self-evaluation and Professional Development;
- Professional regard for the ethos, policies and practices of the school;
- A positive attitude, value and behaviours to develop and sustain effective relationships in the school community;
- Respect for individual differences and cultural diversity.

**This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. The Principal may assign duties for this position at his or her discretion depending on the operational needs of the School.*

Child Safe School

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.



Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition, Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

All staff employed by the School are required to:

- 1) Show evidence of a current **Victorian Institute of Teachers Registration** (or Provisional Registration) or **Working with Children Check**, as required;
- 2) Commit to the School's **Staff Conduct and Professional Boundaries, and Mandatory Reporting Policies** by way of reading and taking part in an on-line questionnaire each year;
- 3) Take part in child safe school training each year including the **on-line Mandatory Reporting e-Learning Module**.

Mark Robertson
Principal
January 2023

