



Macquarie College

Learning Assistant (7-12): Position Description

This role description should be understood and applied through the lens of our organisational purpose:

Macquarie College is an aspirational, future-focused learning community, where the pursuit of excellence is nurtured in an inclusive, Christ-centred environment.

Position Summary:

A Learning Assistant will support the Principal by providing a high standard of learning support to students at Macquarie College.

Whilst the primary responsibilities of the position are articulated in this document, it is expected that the incumbent will engage with the wider college community and participate fully in college events and activities as a representation of the high standard of professional practice and Christian character that Macquarie College seeks to represent in the community. This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal and/or the NNSW School Company at any time in response to the changing needs of Macquarie College.

Key Practices

Personal:

1. Support for the mission and ethos of Macquarie College in a manner that consistently supports the Statement of Fundamental Beliefs of the Seventh-day Adventist Church.
2. Intellectually and emotionally intelligent.
3. Guided by a strong ethical framework and are morally courageous.
4. Driven to achieve the best outcomes in every task that you perform.
5. A collaborative team player.
6. Strong communication skills.
7. A creative and critical thinker who can translate ideas and concepts into action, analyse complex challenges and opportunities and engage others proactively in change and improvement.

Corporate:

A Learning Assistant is responsible to the applicable Deputy Principal (or delegate) to:

1. Sustain current enrolments across the College by demonstrating excellence in appropriate interpersonal and professional relationships with all school clients (students, staff, school community members and all external parties).
2. Maintain confidentiality in regards to any knowledge or information deemed by Macquarie College or various agencies associated with the College to be of a sensitive and/or confidential nature.
3. Positively promoting Macquarie College within all sections of the school and wider communities.
4. All current and future work that you generate during your period of employment at Macquarie College remains the intellectual property of the school and is to be uploaded and/or stored in the College's designated storage points.
5. Participate fully in the cultural life of the school as expressed in staff meetings and professional practices consistent with the expectations published in the school's policies and guidelines.
6. Maintain current knowledge and demonstrate best-practice principles in all matters pertaining to Child Protection.

Learning Assistant Guidelines

As a Learning Assistant at Macquarie College you are responsible for undertaking the following tasks in accordance with relevant school policies:

1. Supports differentiation, adjustments and modifications generated by Support Teachers, teachers and therapists to meet the learning, social, emotional, physical, communication and behavioural needs of students with support needs 7-12.
2. Consults with the MC Learn Leader, Support teachers and classroom teacher/s to help implement lessons and programs for young people receiving program adjustments K-12.
3. Regularly consult with Support teachers, classroom/subject teachers and parents, (with permission when required).
4. Imparts classroom instruction with small groups of students in the classroom and in withdrawal settings, in specialised programs for Literacy, Numeracy, practical subjects and social programs 7-12.
5. Plan small group lessons appropriate to the needs of young people 7-12.
6. Orders, creates and helps prepare necessary resources and equipment for students with a disability 7-12.
7. Attends professional development sessions and staff meetings as directed by the Principal, Deputy Principals of Junior and Senior School or MC Learn Leader K-12.
8. Works with students, as individuals and in groups, within the mainstream classroom, as directed by the class/subject teacher, including practical subjects such as cooking, woodwork, sewing and Physical Education Subjects K-12.
9. Assist with numeracy and literacy assessments (e.g. running records and the supervision of special provisions) as required.
10. Work as an effective team member with other Learning Assistants and teachers.
11. Assist with administration tasks for the Learning Support team, as requested by the MC Learn Leader
12. Provide feedback to teaching staff about the progress of students who are withdrawn for support on individualised programs.
13. Help prepare for, set up, pack up and assist at special programs and events within the College, as required.
14. Supervise and monitor students with disabilities in the playground during break times, (including children requiring extensive support).
15. Assist teaching staff at peak times (e.g. beginning of year, presentation day), with administration and resource tasks.
16. Attend class excursions, school carnivals, camps, staff meetings and parent meetings as required.
17. Be involved in extra-curricular activities as required.
18. Be willing to perform the duties of a Learning Assistant– Learning Support (Extensive) should the need arise.
19. Complete observations of students as required.
20. Under the Principal’s directive, train in medical/healthcare procedures required by individual students to enable them to access an educational program. e.g. EpiPen, Asthma plans, toileting procedures
21. Implement all Privacy and Confidentiality Procedures according to legislation.
22. Any other duties and or roles as specified by the Principal.

Workplace Health & Safety (WHS)

1. Under the guidance and direction of the applicable Deputy Principal (or delegate), ensure that workspaces are maintained in a safe, clean and orderly state.
2. Self and any students/staff in your care are informed regarding relevant and age appropriate WHS requirements.
3. Identify, assess and control hazards within areas of responsibility.
4. Maintain professional knowledge of WHS issues and actively contribute to the operation of WHS training at Macquarie College.
5. Act as a role model by demonstrating safe work behaviours to all sections of the Macquarie College community.

All proposed work place initiatives outside of this position description must first be approved by the Macquarie College Executive Team.