

## POSITION DESCRIPTION

## ACCESS &amp; INCLUSION LEARNING ASSISTANT




---

POSITION HOLDER:	Vacant
SECTION:	Middle and Senior Schools
POSITION REPORTS TO:	Director of Access & Inclusion E-12
REPORTS TO POSITION:	Nil
CLASSIFICATION:	The Friends' School (General, Early Learning & Fitness Staff) Enterprise Agreement 2024 – General Classification - Level 6
STUDENT CARE:	Yes
PERIOD OF EMPLOYMENT:	Permanent
HOURS OF WORK:	As per the contract

---

## PURPOSE

To provide teaching & learning support to students in the classroom in their day-to-day delivery of access & inclusion support within the School.

## PRIMARY DUTIES

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- Working within the Access & Inclusion and classroom teaching and learning programs to provide specialised assistance to our students, Access & Inclusion Teachers and Class/Learning Area Teachers.
- Providing appropriate support to students in the whole class, small group and a one to one setting. This support will include the understanding and ability to work with students with a range of specific or general learning, emotional and behavioural needs. This work will complement and assist the Access & Inclusion Teacher and / or Class/Learning Area Teacher.
- The ability to work collaboratively with Class/Learning Area Teachers, Access and Inclusion teachers and other Learning Assistants in a range of classes and learning areas.
- As required by Access & Inclusion Teachers / Classroom Teachers, contribute to planning, delivery and assessment of learning programs to support individual or small groups of students.
- Under the direction of the Access & Inclusion Teacher and Classroom Teacher the Learning Assistant will possess a good understanding of Individual Learning Plans (ILPs) and assist Class/Learning Area Teachers with their implementation in various settings.

- Undertake non-routine work to support students in their learning which may include independent supervision of individual students (1:1); explicit instruction for individual or small groups of students; actively participate in Connections Days, Outdoor Education days & camps, excursions and other school events.
- Support student learning by implementing a range of teaching and learning strategies such as one to one instruction, inquiry, cooperative learning, experiential learning, scaffolding, modelling and worked examples as appropriate to the classroom activities and needs of the students. This may require supporting learning teams to develop learning resources and documenting student learning.
- Undertake professional learning experiences on an annual basis to ensure current best practice in supporting students in inclusive classrooms
- Support the Access & Inclusion team and classroom teachers with general record keeping and update of student notes on various school systems.
- Any other reasonable duties in line with skills and requirements of this role level as specified by the E-12 Director of Access & Inclusion.
- Attend Staff Days as required

#### DELEGATIONS

- Nil

#### KEY RELATIONSHIPS

- Teachers of Access & Inclusion
- Classroom & Subject Teachers
- Learning Assistants
- Heads of School and Deputy Heads of School

## SELECTION CRITERIA

1. An understanding of the [10 National Child Safe Standards](#) which strive to protect children and young people from abuse and neglect.
2. Certificate III in Educational Support and / or equivalent experience/qualification as deemed relevant by the School.
3. High level of interpersonal skills in dealing with staff, students and parents.
4. Proven organisational skills, including an ability to prioritise tasks.
5. Competency in the preparation of classroom requirements to ensure the teacher can run the relevant class.
6. Ability to assist with the guiding supervision of students within the classroom and ability to provide technical support.
7. Current First Aid qualification or willingness to undertake professional learning to acquire this.
8. Experience in, and the ability to work safely in, a school environment and undertake the inherent requirements of the position.
9. Strong support for the Purpose & Concerns and ethos of The Friends' School and can demonstrate this in interaction with students.
10. Must hold a current Tasmanian Working with Vulnerable People registration (employment) and provide a National Police Check (less than 6 months old).

## CONFIDENTIALITY

A school environment is one where you will have access to highly confidential information, therefore it is critical for the School to explicitly state the following:

### Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

### Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_