

# POSITION DESCRIPTION



## Learning Assistant

**This document** is your roadmap to success. It is an important tool that supports your career and development at Cire and beyond. Our aim is to be clear about what you need to do to achieve success personally and professionally. We will describe the types of activities, tasks and responsibilities that shape your role, as well as showing you what it looks like when you have been successful. It is also important to understand that your behaviours, attitude and demonstration of Cire's Values form part of your success.

### Organisation Profile

Cire Services Inc. is an advanced, community based, not for profit organisation. Cire operates a range of services to meet community needs through education and provision of services.

- We are a **Registered Training Organisation (RTO)** offering accredited, pre-accredited, work skills and leisure courses.
- Our **Community School**, a registered independent school, provides secondary curriculum to students in an alternative school environment.
- **Cire Early Learning** supports children's services for long day care, pre-school programs, occasional care, vacation care and before and after school care.
- **Community Hubs**, bringing people together to connect, learn and contribute in their local community through social, education, recreational and support activities.

### Our Values



### Child Safety

Cire Community School is committed to the safety and wellbeing of all children and young people. The School is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

In attending to child safety all staff must:

- provide a safe and welcoming environment for all students and any young people who visit the school to engage in approved activities
- promote the safety and wellbeing of children and young people to whom Cire Community School provides services
- ensure that all interactions with students are positive and safe
- provide adequate care and supervision of all students, not only on the campus but whenever students are involved in approved activities
- act as a positive role model at all times for students
- report any suspicions, concerns, allegations or disclosures of alleged abuse to the Campus Principal
- maintain valid VIT or WWCC (Employee) documentation
- report to the Executive Manager - Education any criminal charges or convictions received during the course of employment or volunteering that may indicate a possible risk to children and young people, including any such charges or convictions prior to employment

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OVERVIEW	
Title	Learning Assistant
Business Unit	Community School
Department	Community School
Reports To	Campus Principal
Primary Location	Lilydale
Award and Classification	Educational Services (Schools) General Staff Award 2020
Date Prepared	December 2022

POSITION PURPOSE
With the direction and support of the Campus Principal, the Learning Assistant works in partnership with the teachers to assist students with their individual needs and support students to achieve progress against the goals in their individual learning plans. This position is responsible for assisting students who have varying abilities, to work effectively with the set programme delivery and support the goal of successful educational outcomes.

PARAMETERS	
Direct Reports	N/A
Key Internal Stakeholders	Executive Manager - Education, Campus Principals, Wellbeing Leader, Teachers, Wellbeing Specialists, other Learning Assistants, Campus Administration Assistants, Cire Services Staff
Key External Stakeholders	Students, families/guardians, external support services
Key Challenges	Maintaining up-to-date knowledge and awareness of student learning needs

QUALIFICATIONS AND CERTIFICATIONS
<ul style="list-style-type: none"><li>• Qualification in or training towards Cert III or IV in Education Support or equivalent</li><li>• Substantial experience as a Learning Assistant or working within schools highly desirable</li><li>• Level 2 First Aid</li><li>• Current Working with Children Check</li><li>• Clear Police Check</li><li>• Clear Right to Work Check</li></ul>

KNOWLEDGE AND EXPERIENCE
<ul style="list-style-type: none"><li>• Demonstrated understanding and knowledge of the barriers to engagement in education faced by young people including those from disadvantaged and marginalised backgrounds</li><li>• Demonstrated understanding of the factors which can support young people to reengage and of the principle of unconditional positive regard and its role in developing a safe learning environment</li><li>• Demonstrated understanding and knowledge of the personal barriers impacting on school participation and behaviour, including factors such as low literacy and numeracy</li></ul>

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- Experience and training in working with students with additional needs
- Demonstrated understanding of the social, cultural, economic, and educational features of the region and the impact these have on young people and their families
- Knowledge of the Child Safe Standards and ability to adhere to and proactively support them

### CAPABILITIES

- Demonstrated high level of communication skills with youth
- Knowledge, understanding and commitment to the values of Cire
- Ability to work as an affective team member

	WHAT YOU DO	SUCCESS MEASURES
Educational support	<ul style="list-style-type: none"> <li>• Enhance opportunities for students to succeed by supporting student learning under the direction and in partnership with a teacher. This may be with individual and small groups of students both within and outside of the classroom assisting students with their educational and developmental program</li> <li>• Support students to make progress towards their Individual Learning Plans (ILPs) and to utilise Focus Plans (plans used to support self-regulation). Provide feedback and input to the teacher(s) regarding the students ILP and Focus Plan</li> <li>• When required, accompany students on excursions, school camps and other out of school activities</li> <li>• Provide a positive role model to young people and work with the teacher(s) to establish and maintain a positive learning environment</li> <li>• Utilise technology as an effective tool for learning and support students with skill development in technology</li> <li>• Work with teachers to use effective classroom management strategies that encourage students to take responsibility for their behaviour in line with organisational policies and procedures</li> <li>• Report concerns and issues to teacher/principal and record these appropriately on compass</li> </ul>	<ul style="list-style-type: none"> <li>• Teacher and Learning Assistant demonstrate a positive and collaborative partnership in working with the students</li> <li>• Teachers are assisted with classroom engagement with opportunities identified for positive outcomes</li> <li>• Students are supported to engage in a range of learning activities both inside and outside the classroom</li> <li>• Positive behaviour in line with the Cire Values is modelled to students</li> <li>• Technology is used as an effective learning tool</li> <li>• Information regarding individual student's progress and areas of need are communicated to teachers.</li> <li>• Student welfare concerns are communicated to relevant staff</li> <li>• Any behavioural or other significant matters are recorded on Compass as agreed with the Teacher and Campus Principal</li> <li>• Professional relationships are established with students based on trust and respect utilising a strengths based approach</li> </ul>
Teamwork	<ul style="list-style-type: none"> <li>• Provide individual and/or group support as required including flexibility in moving between classes, groups and working with wellbeing staff</li> </ul>	<ul style="list-style-type: none"> <li>• Support provided as required to students and staff</li> <li>• Classrooms are set up to promote positive learning</li> </ul>

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	<ul style="list-style-type: none"> <li>Assist in setting up and packing up of classroom and maintaining a safe, engaging and clean environment</li> <li>Participate fully in meetings as required including staff meetings, briefings and debriefs and other collaborative teams as organised by the school leadership</li> <li>Work with the campus and school teams to support a positive approach</li> </ul>	<ul style="list-style-type: none"> <li>Active participation in meetings forums</li> <li>Positive feedback received from staff</li> </ul>
Administration	<ul style="list-style-type: none"> <li>Complete relevant documentation in regard to attendance, incident reports and time sheets as required</li> <li>Maintain running records of support provided to students as individuals or small groups</li> <li>Assist with administrative tasks as required including Individual Learning Plans (ILPs), funding submissions and other administrative tasks associated with the role</li> </ul>	<ul style="list-style-type: none"> <li>Significant incident, concerns or observations are recorded on Compass</li> <li>A record of specific interventions with students is maintained</li> </ul>
Professional behaviours	<ul style="list-style-type: none"> <li>Participation in professional development where deemed appropriate</li> <li>Adhere to current privacy laws and confidentiality regulations</li> <li>Ensure safety and duty of care are maintained at all times</li> <li>Work within professional boundaries</li> <li>Ensure Cire policies and procedures are adhered to</li> </ul>	<ul style="list-style-type: none"> <li>Engagement in meetings and professional development as required</li> <li>Duty of care and safety are maintained and any concerns are reported to the Principal or Campus Principal</li> </ul>
Values	<ul style="list-style-type: none"> <li>Demonstrate and work with:                             <ul style="list-style-type: none"> <li>Integrity;</li> <li>Respect; and</li> <li>Quality.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>We do what we say, and we stay true to our values and commitments</li> <li>We respect those in our communities and we actively seek to engage all stakeholders so that we can deliver on what we promise</li> <li>We focus on providing high quality services across all aspects of our organisation</li> </ul>
OH&S	<ul style="list-style-type: none"> <li>Understand Worksafe requirements and act responsibly</li> <li>Comply with OH&amp;S standards and responsibilities</li> <li>Report hazards and incidents immediately or within 24 hours at the latest</li> <li>Regularly check the workplace for safety</li> </ul>	<ul style="list-style-type: none"> <li>Workplace incidents and hazards are addressed within the required timeframes</li> <li>You operate safely at all times</li> </ul>

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	WHAT YOU DO	SUCCESS MEASURES
	<ul style="list-style-type: none"><li>• Ensure other employees are operating safely, and address unsafe practices</li></ul>	
Ad hoc	<ul style="list-style-type: none"><li>• Other duties and projects as reasonably directed from time to time</li></ul>	<ul style="list-style-type: none"><li>• Demonstrated flexibility and adaptability to ad hoc requirements</li></ul>

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I confirm that I have read and understand my requirements, accountabilities and outcomes as outlined in this Position Description.

I understand that my Performance and Success Review will assess the Success Measures included in this Position Description.

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Employee name

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Employee signature

Date