

**LEARNING SUPPORT ASSISTANT ROLE STATEMENT**

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**Role:** Learning Support Assistant

**Reports to:** Class Teacher for daily work; Education Director for overall role and responsibilities

**Salary:** Refer to Letter of Appointment

**PURPOSE OF THE ROLE**

To aid and assist the class teacher in daily teaching and learning activities, and to provide support to all students. This can include individual or small group student support, as needed.

**STATEMENT OF DUTIES****In Class Support:**

1. To support the class teacher, assisting with classroom lessons and activities including excursions and other outdoor activities as part of inclusive teaching and learning practices and to enhance the classroom experience for all students.
2. To provide learning support and assistance to individual children or small groups of children as directed by the class teacher.
3. To provide feedback to the class teacher in relation to individual student learning progress and or challenges.
4. To carry out movement exercises with the children to help support them in their learning.
5. To support the class teacher in implementing Individual Education or Behaviour Plans as appropriate.
6. Support the class teacher's work with children with additional needs in the classroom.

**Programs and Assessments:**

1. To carry out literacy and numeracy assessments under the supervision and guidance of teaching staff.
2. To work with individual students on their Individual Education Plans (IEPs).

**Administrative and Professional Development:**

1. To undertake a range of administrative, craft, classroom housekeeping, and classroom activities such as setting up, issuing readers, preparing paint or craft etc, to support the teacher in maintaining an organised environment.
2. To make resources to help children academically, socially, and emotionally.
3. To attend staff and faculty meetings as necessary which may include IEP meetings and in-service meetings.
4. To undertake professional development in line with requirements for currency and to support continuous improvement in professional practice. Additionally, undertake appropriate study of the philosophical underpinnings of Rudolf Steiner Education.

# PORT MACQUARIE STEINER SCHOOL

## Overall:

1. Work at all times to support a culture that is respectful, fair, inclusive and values diversity so that all members of the school's community can thrive, learn and grow together.
2. Attend staff and faculty meetings, and IEP meetings as necessary to support the effective working of the educational team.
3. To adhere to the school's ethos, policies and procedures and mandatory reporting.

## QUALIFICATIONS AND EXPERIENCE RELATING TO THE ROLE

### Essential Criteria and Experience:

1. Experience working with children with a range of learning needs
2. Ability to connect and communicate with children in an age appropriate way
3. Excellent communication skills with adults and children
4. Ability to work collaboratively and co-operatively as part of a small team
5. Ability to work in a supportive role
6. Ability to contribute to a healthy and respectful workplace
7. Current NSW Working with Children Check
8. Willingness to complete the required induction modules (including Mandatory Reporting and Code of Conduct) and annual compliance training (anaphylaxis and First Aid).

### Desirable Criteria and Experience:

1. Broad understanding of the philosophy and principles of Steiner Education.
2. Experience working in classes 1 – 6.
3. Certificate 3 in Education Support or SLSO qualification.
4. Current First Aid Certificate – or willingness to obtain certificate.

## AGREEMENT

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

Staff Member: \_\_\_\_\_

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

Education Director: \_\_\_\_\_