



St Bede's
College

Role Description

Learning Diversity and Inclusion Support Assistant

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "*the lost, the least and the last*". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Learning Enhancement Support Assistant is primarily responsible to the Learning Enhancement Leader for assisting in the support of students with diverse learning needs.

Attributes and Competencies

The Learning Enhancement Support Assistant is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- A clear focus on the learning and wellbeing of students.
- Demonstrate proficiency in documentation and record-keeping
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.

Specific Duties

- 1) Working cooperatively with parents, teachers, students and other Support Assistants for the support of students with learning needs.
- 2) Assisting teachers with the development of Personal Learning Plans.
- 3) Encouraging and supporting students to do as much as they can for themselves so they do not become over-reliant on support.
- 4) Assisting students with their personal organisation and helping them manage lesson/lesson and break-time/lesson/break-time transitions.
- 5) Assisting students by implementing modified learning programs using strategies such as ...
 - a) Showing them organisational skills.
 - b) Reinforcing new concepts.
 - c) Using alternative methods more suited to students' learning strengths.
 - d) Reading instructions.
 - e) Re-explaining teacher instructions.
 - f) Note-taking.
 - g) Providing explanations.
 - h) Adapting work to make it accessible.
 - i) Developing resources suited students' ability level
 - j) Redirecting students' attention back to the task, etc
- 6) Monitoring the specific aims and goals of students' learning plans in association with class/subject teachers, providing feedback to teachers on students' progress.
- 7) Supporting students in ways to promote inclusion with peers.
- 8) Be aware of promoting wellbeing with the learning support students

- 9) Providing specific medical attention and personal care as required.
- 10) Liaising with class and subject teachers regarding any concerns about a student.
- 11) Attending excursions and camps.
- 12) Attending PSG meetings, staff and Learning Enhancement Meetings, as required.
- 13) Participating in courses and professional development activities as required.
- 14) Keeping comprehensive LSO notes as evidence for NCCD student adjustment level
- 15) Maintaining confidentiality of information.
- 16) Being deployed, by the Learning Enhancement Coordinator, to other classes or duties when there are program changes, absences or when unforeseen situations arise.
- 17) Compliance with the School Code of Conduct and Child Safety policies.

This is a full time one- year contract role.

Hours of Duty

Learning Support Assistants are employed during school term time and the staff days at the start and end of the academic year. They are deployed to other duties when no students are present at school. Hours of employment are from 8:30am – 4:00pm five days per week.