



## Job Description

<b>Position title:</b>	<b>St Philip's Christian Education – Learning Support Assistant</b>
<b>Hours:</b>	8am – 2:45pm (5 days pw / 3- or 4-days pw positions also considered)
<b>School / Entity:</b>	St Philip's Christian College Cessnock
<b>Reports to:</b>	Director of Learning Support K-12
<b>Direct reports:</b>	Nil
<b>Award:</b>	Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement 2021
<b>Date created / revised</b>	October 2024

### What's it like working at St Philip's?

We are focused on providing quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

Our organisation's core values are:

- Christ First - we want to honour Christ in all things.
- Serve One Another - we want to appreciate the unique God-given potential of each person.
- Strive For Excellence - we want to aim to do our very best all the time.
- Do What Is Right - we want to always behave in a Christian manner.
- Build Community - we want everyone to feel they belong.

### What's it like working in St Philip's Christian College Cessnock?

Staff at St Philip's Christian College Cessnock model Christian character and good moral behaviour that explicitly supports the Christian beliefs and values of the College. Staff uphold the St Philip's Christian College greater vision where 'every student enjoys a safe and secure learning environment and contribute to a positive, inclusive and productive College culture where staff, students and families feel valued and respected. St Philip's Christian College Cessnock encourages a cohesive culture by engaging with others in a meaningful, caring and authentic manner where priority is given to ensure the Christian growth of students and staff. St Philip's Christian College Cessnock encourages staff to pursue Professional Development and growth opportunities.

### What's the focus of this position?

Assisting in the integration and management of students with additional learning needs in the classroom.

### What you'll be doing:

- Work in collaboration with the Learning Support Team.
- Work in consultation with classroom teachers to support the learning of students with additional educational needs.
- Work collaboratively with external specialists (e.g Psychologists, speech pathologists, physiotherapists etc.) to coordinate services to support and improve students' learning.
- Support the implementation of Individualised Plans.



- Support the collection of evidence regarding adjustments being implemented for students identified on the *Students with Disability* register for NCCD purposes.
- Utilise technology well and be proactive in developing IT skills.
- Develop and utilise a wide variety of effective practices so that learning is prioritised in all classrooms.
- Where possible, ensure that learning can continue if unavoidable absence occurs, by providing appropriate small group lesson outlines for colleagues.
- Perform duties and lunch clubs as required.
- Involvement in Extracurricular activities including camps, excursions, mission trips and Spring Fair etc.

### **The essentials you'll need:**

- Current Teacher's Aide qualification.
- A current paid Working With Children Check.
- Be a committed Christian and an active church member.
- Uphold and support the mission, core values, vision, policies and aims of the College.
- Be passionate about Christian education.
- Represent the College in a positive manner to the wider school community.
- Display discretion, confidentiality, honesty and integrity.
- Maintain and build upon your professional expertise by participating in appropriate professional development courses.
- Lead by example with high professional standards in all aspects of College life.
- Be personally and corporately committed to developing best practice in teaching, student management and procedural matters.
- Demonstrate high level interpersonal skills, accurate and consistent communication skills, effective collaboration, and effective conflict resolution skills and strategies.
- Demonstrate a high level of organisational proficiency, maintaining high standards with a calm and methodical approach.
- Be positive, self-directed, empathetic, enthusiastic and highly motivated, demonstrating adaptability, flexibility, resilience, multi-tasking and capacity to manage work related pressures.
- Work cooperatively and collaboratively as a member of a team.
- Work successfully to build positive, caring relationships with staff, students, parents/carers and the wider community.
- Excellent working knowledge of the Microsoft Office Suite of products and a willingness to embrace new technologies.
- Support the health and safety of yourself and others by undertaking duties in a manner that is positive, proactive and sustainable.
- Compliance with workplace policies and procedures for risk identification, risk assessment and risk control.
- Identification and timely reporting of health and safety risks, accidents, incidents, injuries, and property damage at the workplace.
- Correct utilisation of any Personal Protective Equipment

### **Other valuable skills you may have:**

- Experience in supporting students with their learning needs is desirable.
- Qualification in a reading intervention program such as MiniLit Sage/MacqLit is desirable.



**We'll encourage you along the way**

No job description can capture the complexity of running a school. Therefore, this role will include other duties that may be required by the Principal. Job descriptions will need to be reviewed from time-to-time in order to ensure they remain relevant in a rapidly changing world.

All employees are responsible for ensuring the workplace is free from sexual harassment and must not engage in any behaviour that could amount to sexual harassment.

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows.

**Acknowledgment:**

*I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and that this will be an ongoing point of reference for discussions with my direct supervisor.*

*I affirm that having consideration of the inherent requirements of this role, there is no impediment to my ability to undertake the role in full.*

<b>Employee Name:</b>	
<b>Employee Signature:</b>	
<b>Date:</b>	