

POSITION DESCRIPTION

Learning Support Administrative Assistant (LSAA)

Title	Learning Support Administrative Assistant (LSAA)
Primary Objective	The Learning Support Administrative Assistant (LSAA) supports the vision and values of the School's community and the School's tradition wherein respect is the foundation for all relationships. They work collaboratively with teachers, students and parents to meet the individual needs of students.
Key Internal Relationships	<ul style="list-style-type: none"> • Principal • Assistant Principals • Head of Learning Support • Staff • Exam Coordinator • Students
Key External Relationships	<ul style="list-style-type: none"> • Regulatory Bodies and Educational Institutions • Parents • Subject Associations
Primary Responsibilities	<p>Learning Support Administrative Assistants work with a team to support students with additional learning needs. The LSAA reports to the Head of Learning Support, they also need to work closely with other members of staff, especially subject teachers.</p> <p>Whilst student facing learning support is required, particularly during periods where assessments are not taking place, the administration of special provisions arrangements for assessments are a primary responsibility of this position. This involves managing the process of assessment, tasks and examinations for Learning Support students, including.</p> <ul style="list-style-type: none"> • Liaising with relevant subject teachers • Booking rooms for SACs/Tests and organising appropriate equipment such as dictionaries, computers etc • Creating, photocopying and laminating special provision cards and authentication forms • Supervision of extra time and rest breaks • Facilitating use of assistive technologies • Scribing if and when required • Returning SACs/tests to teachers; • Assisting with the organisation of exam rooms at mid-year and at the end of year examination periods; • File management, in relation to creating and maintain physical files for Learning Support students • Assisting with the timetabling of Learning Support classes

Other duties associated with the role	<ul style="list-style-type: none"> • Working in partnership with subject teachers, under their direction, to support student learning goals as identified in the IEP; • Attending to the care of the students, supporting their organisational skills, preparedness for class and access to the curriculum; • Working with students in the class setting, providing 1:1 instructional support, or assisting with modifying the curriculum where necessary under the guidance of subject teachers and/or the Head of Learning Support; • Working with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum; • Providing support for a student's academic learning; and behaviour program, physical care, or social progress throughout the entirety of the school day, including class and recess times; • Assisting with the identification of student needs, skills and problems as they arise, and the evaluation of their progress, keeping the Head of Learning Support informed at all times; • Liaising with other support and teaching staff in order to maintain a comprehensive support program; • Attend meetings that discuss student's progress as required • Other duties as required.
Professional Practice	<ul style="list-style-type: none"> • Attend training programs. • Attend team and whole staff meetings, as required. • Participate in an annual performance appraisal. <p>The Learning Support Assistant will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the Principal and School Management.</p>
General Responsibilities Child Safety	<p>The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The school has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.</p> <p>Staff must adhere to the following:</p> <ul style="list-style-type: none"> • A thorough understanding of all school policies, including Child Safety and Child Protection Policies and the Child Safety Code of Conduct for Behaviour with Children, as well as any other policies or procedures relating to child safety; • Assist in the provision of a child-safe environment for students; • Demonstrate a duty of care to students in relation to their physical and mental wellbeing.
Occupational Health and Safety	<p>There is a responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.</p>

	<p>Staff are advised that they are to:</p> <ul style="list-style-type: none"> • Take reasonable care of their own safety and health, and the safety of others affected by their acts or omissions; • Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures; • Follow established safe working procedures, instructions and rules; • Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act; • Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or welfare of others; • Not wilfully place at risk the health or safety of any other person in the workforce. <p>The complete Occupational Health and Safety Policy may be viewed by accessing the Staff Policies and Whole School Policies tabs on the Learning Management Platform (Schoolbox).</p>
Criteria	<p>All applicants should be able to demonstrate:</p> <ul style="list-style-type: none"> • Alignment with the values and ethos of the school; • Commitment to the School's Child Protection Policy upholding the school's statement of commitment to child safety at all times; • High level of professional personal presentation; • Enthusiastic and highly motivation to contribute; • Ability to maintain high work standards with minimal supervision; • Ability to operate effectively in a changing environment; • Working With Children Check for Victoria and National Police Record Check Required.
Teaching Load	Individual arrangements with candidate (refer to Letter of Offer)
Tenure	Individual arrangements with candidate (refer to Letter of Offer)
<p>This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the School's operational needs.</p>	

Statement of Commitment to Child Safety

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.

Staff Acknowledgement

I _____ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: _____

Date: _____