

Learning Support Aide

Position Description

The Learning Support Aide provides assistance to the teacher(s) by supporting the supervision and learning of students. This includes providing support and assistance to students with high and/or additional needs.

Reports to: Deputy Principal or Head of Junior School

Internal Liaisons: Administrative Staff, Teaching Staff, Students

1. Primary Responsibilities:

- Develop and maintain a positive relationship with students.
- Manage individual and small groups of students and provide feedback on activities.
- Interact with students, serving as an appropriate role model to the students.
- Assist teachers in completing documentation as required and assist in maintaining up-to-date records for all students.
- Provide support in the maintenance of resources and equipment, including assistance with displays.
- Participation in on-site and out-of-school experiences, including taking photos, assistance with supervision, filming events and other relevant undertakings as required.
- Attend staff meetings as appropriate, assist in the delivery of classroom programs as required (e.g., arts and crafts, cooking, music, fine and gross motor, etc.)
- Assist the teaching staff in performing other duties as assigned, including clerical tasks as required.
- Prepare materials as needed for teachers to carry out lessons and including room set up and clean up.
- Assist with medical needs and follow the agreed Action Plans by arrangement.
- Conduct other such duties as may be required from time to time.

2. Essential Requirements

- Ability to work with teachers and students
- Ability to work as a member of a team
- Understanding of program requirements
- Ability to maintain accurate, complete and confidential records
- Proficiency in digital technologies
- Ability to communicate effectively verbally and in writing
- Teacher Aide qualifications
- First Aide qualifications

3. Workplace Health and Safety

- Comply with the requirements of the Tasmanian Workplace Health and Safety legislation and Fahan School Workplace Health and Safety policies and procedures.
- Provide risk management information as requested, and of their own initiative, to the best of the employee's experience and knowledge.
- Make risk prevention a priority whilst undertaking daily tasks in the School's operations.
- Perform duties in a manner which is without an unacceptable level of risk to your own health and safety, other employees, students or the community in general.
- Report any illness, injury, hazard, near miss or incidents and losses as soon as they are detected.
- Assist in the supervision of students in the Sick Room awaiting collection by Parents or return to class.

4. Code of Conduct

- Abide by Fahan School's Code of Conduct in the performance of their duties.
- Exercise discretion and maintain the confidence of the Fahan School community concerning the activities of the School.

Selection Criteria:

- Demonstrated capacity to relate to children aged 4 to 18 years.
- Demonstrated knowledge of workplace health and safety issues and how they apply to the work environment.
- Ability to work in a team with teachers, students and other aides.

Essential Requirements:

- Satisfy the requirements of a National police check before taking up the appointment and hold a valid Registration for Working with Vulnerable Persons.
- Teacher Aide Qualification (Cert III or similar)
- First Aid Certificate

**DETAILS REQUIRED OF APPLICANTS
FOR THE POSITION**

The applicant is asked to provide the following information:

1. A Letter of Application
2. A Resume containing:
 - Academic and professional qualifications.
 - Current and previous employment details.
 - Names, addresses and telephone numbers of three (3) confidential referees and any testimonials.
3. Any other information you feel would enhance your application.
4. Applications close 4:00pm Wednesday 3 July and should be addressed to:

The Principal, Mr Tony Freeman
by email to employment@fahan.tas.edu.au