



Education Support Aide - Junior School

Position Description

Role Summary

The Education Support Aide works to support the teaching and learning of students with identified learning needs, including support for social, emotional, physical and cognitive challenges. The role supports teachers and students in one-on-one and group settings to enable student's ability to access the curriculum and enhance individual learning outcomes.

This role requires flexibility, adaptability, patience, time management and organisational skills and excellent communication skills to work with teaching and operational staff across the School.

Responsibilities

Responsibilities include, but are not limited to:

- Providing assistance to classroom teachers by undertaking tasks that support students to engage and participate in learning
- Providing assistance in the playground with social/emotional skills
- Working with individual students on a one-to-one basis or in small groups as directed by the teacher
- Guide and support student behaviour
- Assisting students with their understanding of all classroom work
- Providing assistance at all specialist classes
- Helping students to develop organisational skills particularly with the use of Record Books, recording homework tasks and maintaining organised desks and lockers
- Developing a friendly and positive working relationship with students in order to engender trust and confidence in line with Safeguarding Children practices
- Preparing learning areas and appropriate resources
- Liaising with classroom teachers regarding student progress or concerns, as well as implementing their suggestions
- Record keeping of anecdotal notes and data
- Attending excursions, camps and sport when required
- Attending PSG meetings when required
- Scribing for students undertaking tests or exams as directed by teachers
- Will not provide direct feedback to parents, unless required in parent support meetings or as otherwise directed by the Director of Learning Support, Junior School.

Safeguarding Responsibilities

In addition to meeting your core functions, duties and responsibilities as outlined, all staff are also required to:

- provide a welcoming and safe environment for children and young people
- promote the safety and wellbeing of children and young people to whom we provide services
- ensure that your interactions with children and young people are positive and safe
- provide adequate care and supervision of children and young people in your charge
- act as a positive role model for children and young people



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- report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- maintain valid 'working with children' documentation
- undergo periodic 'national criminal history record' checks
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

OH&S Responsibilities

All staff are also required to:

- take reasonable care for their own safety;
- take reasonable care that their acts or omissions do not adversely affect the health and safety of other persons;
- cooperate with any reasonable policy or procedure of the School in relation to health or safety at the workplace that has been notified to staff;
- report all incidents or hazards that may cause injury or illness, and any damage or maintenance requirements affecting the safety of the workplace or plant used at work;
- attend and participate in any OH & S training or in-service seminars arranged by the School; and
- engage openly with School in any consultation on OHS issues, or information brought to their attention, to assist the School meet its obligations under the OHS Act

Skills, Experience & Qualifications Required

- Integration Aide or teaching qualifications
- Excellent interpersonal, written and verbal communication skills
- Well-developed organisational and time management skills
- An ability to work independently and to show initiative and judgement when required
- An ability to work within a team environment
- Emotional maturity and empathy
- Proficiency in Microsoft Office
- Current Employee Working with Children check

Reporting To

Director of Learning Support, Junior School