



**YARRA VALLEY**  
G R A M M A R

## **POSITION DESCRIPTION**

**Position:** Learning Assistant  
**Reporting to:** Head of Learning Support  
**Department:** Junior School

### **Primary Purpose**

The primary purpose of the Learning Assistant is to support and assist student/s as directed by the Head of Learning Support and other Learning Support teachers.

### **Position in Context**

The Assistant is responsible to the Head of Learning Support. The Assistant works closely with students in small group work, in class and on an individual basis when appropriate. The Assistant will assist in the development of appropriate curriculum and environmental modifications when necessary. The Assistant will be expected to support the inclusion of students with specific learning needs.

### **Freedom to Act / Autonomy**

The Assistant will at times be responsible for providing general supervision of the learning support needs students, individualised support with classroom work and gathering information for individual programming. A qualified teacher must supervise the Assistant when working in a classroom setting, during yard duty or excursions, except in special circumstances, such as when assisting with mobility or personal hygiene. The Assistant is ultimately answerable to the Head of Department.

### **Major Activities**

1. Direct support to specified student/s (mobility, hygiene, physical, communication, classroom skills, and supervision)
2. Support classroom teachers
3. Monitor nominated students and report on progress
4. Promote inclusive practices
5. Assist with development of literacy skills and when necessary, act as a scribe and reader for students with individual learning needs.

### **Major Duties and Responsibilities**

To efficiently and effectively:

1. **Direct support to specified student/s**
  - Be familiar with the relevant student's individual and specific learning needs
  - Be familiar with each student's individual profile, which is developed by Head of Department and distributed to all teachers of each student being supported by the Learning Support Department at the beginning of the semester.

- Adjust tasks as directed by the teacher, (enlarge, reduce, clarify, repeat etc)
- Supervise and assist students with practice activities
- Monitor and support organisational skills
- Assist student/s to participate in specific classroom and learning activities
- Attend and provide support during camps, excursions and other related learning activities
- Actively support and promote independence.

## 2. Support Teachers

- Assist with preparing the learning and teaching environment
- Assist teachers with adapting or modifying curriculum activities
- Assist in implementing recommendations and strategies
- Liaise between teachers and the Head of Learning Support
- Maintain confidentiality of all information discussed e.g ILP's, PSG's, formal assessment reports etc
- Provide supervision and assistance at special events e.g: excursions and/or camps

## 3. Monitoring and reporting

- Report to Head of Department any areas of concern
- Liaise regularly with Head of Department regarding student's needs
- Monitor and report on level of difficulty for student completing set tasks to teachers
- Provide detailed records for Program Support Group (PSG) meetings
- Attend and provide note taking assistance at PSG or other support meetings, as required

## 4. Promote inclusive practices

- Attend recommended training or professional learning
- Be familiar with and actively promote inclusive practices
- Actively support opportunities for interactive learning and socialisation if appropriate
- Be alert to situations which create exclusion for a student

### Direct reports

Principal

Deputy Principals

Corporate Services Manager

Head of Junior School

Head of Learning Support

### Competencies Required

- Commitment to the education and wellbeing of young people
- Commitment to excellent customer service
- Strong oral and written communication skills
- Collaborative team member
- Good problem solving skills
- Excellent organisational skills
- Competent technology skills
- Sound notetaking skills
- Ability to take minutes and complete related administrative tasks

***Yarra Valley Grammar is a Child Safe organisation and has zero tolerance for child abuse. It is a condition of employment that all employees comply with various policies and procedures, including Child Safe policies. Failure to comply with these policies will result in disciplinary action.***