



Learning Support Assistant

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Oxley College Vision, Mission and Values Statements

Oxley Christian College vision, mission and values are, correspondingly, to:

- Delight in God's love through inspired learning.
- Provide an education for excellence within a Biblical Christian worldview.
- Engage in and promote whatever is true, good and beautiful.

1. Position Summary

POSITION TITLE: Learning Support Assistant

AREA / DEPARTMENT: Learning Enhancement (Senior School)
Head of Learning Enhancement (Senior School)

RESPONSIBLE TO: Head of Senior School

ADDITIONAL KEY RELATIONSHIPS: Middle School Leadership Team, Senior School Leadership Team, Senior School Teaching and Learning Team, Senior School Admin Team, Senior School Learning Enhancement Team, Student Performance and Enhancement Leader, Middle School Coordinators, College Registrar.

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2. Responsibilities:

The primary responsibility of a Learning Support Assistant is to support the educational and developmental needs of students in the Senior School, ensuring they have access to a quality learning experience.

Key responsibilities include:

- Providing in-class support to students with diverse learning needs.
- Assisting teachers in the implementation of individual education plans (IEPs).
- Supporting students in developing study and organisational skills.
- Collaborating with teachers to adapt learning materials to meet individual student needs.
- Monitoring and reporting on student progress and engagement.

3. Duties:

- Assist in the delivery of differentiated instruction to students.
- Provide one-on-one or small group support to students as needed.
- Help manage classroom behaviour and create a positive learning environment.
- Help classroom teachers to prepare and organise learning materials and resources.
- Support students with special educational needs in accessing the curriculum.
- Participate in the assessment and evaluation of student progress.
- Communicate regularly with teachers and other stakeholders about student needs and progress.

4. Related Duties:

- Attend relevant professional development sessions to stay informed about best practices in learning support.
- Participate in team meetings and contribute to the planning and evaluation of learning support programs.
- Assist with the supervision of students during school activities, as required.
- Support the implementation of school policies and procedures.

5. Key Performance Indicators (KPIs):

- Effective support of students in achieving their individual learning goals.
- Positive feedback from teachers and parents regarding student support.
- Timely and accurate reporting of student progress and challenges.
- Active participation in professional development and team meetings.
- Adherence to school policies and procedures.

6. Meetings Required to Attend:

- Learning Support Team meetings.
- Staff meetings as required.
- Professional development sessions relevant to learning support.
- Parent-teacher meetings and IEP review sessions, as needed.

Position Requirements:

- Experience working in an educational setting, preferably with Years 7-9.
- Relevant qualifications in education or a related field.
- Strong understanding of diverse learning needs and strategies to support them.
- Excellent communication and interpersonal skills.
- Ability to work collaboratively with teachers, parents, and other stakeholders.
- Commitment to fostering an inclusive and supportive learning environment.

Note: This position description is intended to be a general guide and may be subject to change based on organisational needs.