



# Lighthouse Christian College

## POSITION DESCRIPTION

Position Description	Learning Support Assistant
Reports to	Head of Learning Support
Key Liaisons	Deputy Principals in Primary and Secondary, Business Manager, Head of Wellbeing in Primary and Secondary and Registrar
Reporting Relationships	Learning Support Teachers, Learning Support Assistants
Last Updated	November 2023

## Lighthouse Christian College

### Our Purpose

Lighthouse Christian College seeks to represent the Lord Jesus Christ to our community. Students, staff and families align with our Christ-centered values. We acknowledge the Holy Spirit's power to transform lives. We were founded by Lighthouse Christian Church to teach, train and disciple Godly Generations to impact their world. Through the Trinity, we discover our purpose in God the Father, our example in God the Son and our power in God the Holy Spirit.

### Our Values

Our focus is to develop and promote humility, empowerment, authenticity, respect and tenacity within the college community.

## Role Purpose/Position Summary

### Rationale

The mission of the LCC Learning Support Program is to assist in the identification of students with additional needs and to provide appropriate assistance to those students in order to help them find and fulfil their God ordained function in life. It also serves to support the role of the teacher for the inclusion of students with special educational needs within the College. Learning Support Department staff work to support students and help enhance the cognitive, behavioural, social and emotional development of students in their care.

Special needs will include intellectual, social, emotional, behavioural, and physical difficulties that are seen to cause significant impediment to student learning.

## **Role**

The primary role of the Learning Support Assistant is to support the learning and reinforce the inclusion of specific students in the educational setting under the direction of the teacher.

## **Review**

An annual review of this job description and allocation of particular responsibilities will take place as part of the Performance Management Review.

The Learning Support Assistant may be required to work at any of the College's campuses

This job description may be amended at any time following discussion between the Principal and member of staff.

**Lighthouse Christian College has zero tolerance for child abuse and will treat seriously all allegations and concerns in this regard.**

## **KEY RELATIONSHIPS**

**Learning Support team** – to work collaboratively to develop a 'whole of College' approach to addressing the requirements of all students requiring learning support

**Teachers** – to provide support to teachers in the delivery of subjects across the College for students requiring learning support

**Students** – to engage directly with students at all levels, modelling the core values and behaviours which define Lighthouse Christian College community and providing necessary support

**College community** – working with classroom teachers to build rapport with parents

**Federal and State Government Agencies** – to ensure that they comply with all regulations current at the time

**Professional, educational and college associations and networks**, to engage in ongoing professional learning and to build relationships and networks

## **KEY RESPONSIBILITIES**

### **Supporting Teachers**

- Work under the supervision of the teacher to support and instruct students as required
- Work cooperatively and collaboratively with teachers & maintain positive working relationships
- Work collaboratively with teachers and make relevant contributions to the development and implementation of student plans (such as ILPs) and modifications to student programs.
- Assist the teacher with the implementation and delivery of educational programs.
- Assist teachers with the care and supervision of students on excursions and activities out of the classroom
- Attend relevant PSG meetings and parent-teacher interviews with classroom teachers as required

- Provide timely and accurate feedback about student progress, how they are coping with programs and activities, general learning behaviour and any issues arising to the relevant class teacher and the Learning Support Co-ordinator
- Provide special provisions as directed by the teacher / Coordinator for assessments
- Undertake other duties as reasonably requested directed by the Learning Support Coordinator

### **Supporting Students**

- Develop a thorough knowledge and understanding of students' specific needs and programs operating for students supported and respond in a timely manner to individual needs
- Supervise and instruct individual or small groups of students, with guidance, either in class or withdrawal setting
- Assist students to learn as effectively as possible both inside and outside the classroom.
- Ensure the student has access to and participates safely in school activities
- Support students according to their own individual needs in a way that does not exclude or make them 'stand out'
- Assist a student transition from one class or year level to the next
- Where required, use appropriate intervention programs and resources & participate in evaluation of their use and effectiveness
- Supervise students in the playground if necessary

### **Administration**

- Maintain accurate record keeping as required or as requested by classroom teacher and Learning Support Coordinator
- Participate in relevant meetings, including regular Learning Support Department meetings, Student Support Group (SSG) meetings & Parent-Teacher meetings as required
- Provide the Learning Support Administrator with the required documentation and information as requested

### **Child Safety**

- Understand and apply the College Child Safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting, including mandatory reporting and complying with all College policies governing the relationship between students and College staff
- To maintain good order and discipline among the students, safeguarding their health and safety

### **Health & Safety**

- Comply with the College's Occupational Health and Safety policy as amended from time to time
- Ensure compliance with duty of care and occupational health and safety procedures across the College at all times

### **Involvement in the life of the School**

- Attendance at staff devotions and general 'All Staff' meetings
- Awareness and observance of all College policies and procedures
- Uphold the College staff dress code and student uniform requirements
- Complete required rostered duties as assigned

- Participate in school-wide activities wherever necessary & consider opportunities to participate in other extra-curricular activities (e.g. prayer meetings, camps, concerts, etc.)
- Participate in school professional development days (e.g. First Aid) and whole school events (e.g. First Day, End-of-Year function)
- Participate in school events outside of regular work hours: Dedication Service, Spring Fair

Whilst every effort has been made to explain and list the main duties of a Lighthouse Christian College Learning Support Assistant, a comprehensive list of each individual task undertaken may not be identified. Learning Support Assistants are expected to comply with any reasonable request from the Learning Support Coordinator, Sub School Leaders, Deputy Principals or the Principal.

## **KEY PERFORMANCE INDICATORS**

- KPI 1 – Provide regular and detailed communication in a timely manner to teachers based on student observations
- KPI 2 – Student holistic performance is improving, this may include academic, behaviour etc.
- KPI 3 – Positive relationships are built and maintained with students and staff
- KPI 4 – All administrative requirements are completed in a timely and accurate manner
- KPI 5 – Always complies with child safety policies and always supporting the maintenance of order and discipline among students
- KPI 6 – Observes OH & S policy at all times and reports all incidents and risks
- KPI 7 – Attend and actively participate in all required activities
- KPI 8 – Has an ongoing and up to date professional development plan for themselves

## **PERSONAL ATTRIBUTES**

- Knows the call of God on their lives and passionate about Christian education
- Confident in engaging with others – able to manage expectations
- Articulate and engaging with a personal warmth that engenders mutual respect and builds commitment to the College
- Cognitively and emotionally intelligent
- Guided by a strong ethical framework
- Driven to achieve the best academic outcomes for the student
- A collaborative team player balanced with the ability to be decisive and directional where situations demand
- Able to translate academic theory into practical outcomes and student improvement
- Resilient and able to develop resilience in students
- Has a faith and commitment that supports and respects the Christian values of Lighthouse Christian College

## **SELECTION CRITERIA**

### **Demonstrated Experience and Skills**

- Current VIT Registration or WWCC
- Current Police check
- Regular church attendance
- Bible knowledge and understanding of how to incorporate a biblical Christian world view in all subject areas
- Knowledge and understanding of the implications of equal opportunities, multicultural education and inclusion
- Knowledge and understanding of the potential of computer technology to enhance the curriculum
- High level of computer competency
- Know the legal requirements, national and state policy and guidance on the safeguarding of children
- Ability to prepare and plan effectively
- Literate and numerate with fluent English-speaking skills
- Good organisational skills
- Ability to prioritise and manage time effectively
- Capacity to pray in public, minister, lead worship, and exercise spiritual gifts
- Display empathy towards parents and students with cross cultural differences
- Demonstrated understanding and responsiveness to a range of additional student needs
- Suitability to work with children
- Professionally presented
- Able to liaise with parents, students and other staff
- Able to develop and maintain positive working relationships
- High level of written and oral communication skills
- An appropriate level of initiative relevant to the role
- Flexibility
- Discretion and confidentiality

### **Qualifications**

- Certificate III in Learning Intervention (desirable)
- First Aid Certificate, including Anaphylaxis and CPR training or willingness to obtain same (Mandatory)

## EMPLOYEE ACKNOWLEDGMENT OF POSITION DESCRIPTION

I have received a copy of the Position Description and have read, understood, and accept its contents.

---

Name of Employee	Signature	Date
------------------	-----------	------

---

Principal	Signature	Date
-----------	-----------	------