



Role Description Learning Diversity Assistant

Kilbreda College is sponsored by Kildare Ministries and administered by the Kildare Education Ministries Board.

Position:	Learning Diversity Assistant
Reports to:	Head of Learning Diversity
Classification:	Education Support Employee Category B, Level 2. Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA).
Hours of Work:	8.30am – 4.30pm

All staff members of Kilbreda College are expected to support Catholic education in the Brigidine tradition as expressed in the College's vision and mission statements. Staff are expected to reflect the values of Kildare Ministries in the way that they perform their role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

The Learning Diversity Assistant actively assists students with diverse/additional learning needs to access, participate, and engage in the curriculum primarily through in-class support. The Learning Diversity Assistant provides direct and indirect assistance to individual students or groups of students under the direction and supervision of the Learning Diversity Leader and from the Subject Teacher during class.

Child safety: It is an expectation that every staff member be familiar and comply with, the College's Child Protection and Safety Policy, Code of Conduct and any other policies or procedures relating to child safety.

KEY RESPONSIBILITY AREAS

Learning Diversity Assistants are expected to:

- Work cooperatively with parents, teachers, students and other Learning Diversity Assistants to support students with learning needs
- Assist subject teachers with the development of Individual Learning Plans for the students they support
- Assist students with their personal organisation and help students in the management of transitions between lessons and breaks
- Assist individual students or groups of students with specific learning needs via classroom support or outside the classroom
- Assist students by implementing modified learning programs using strategies such as:
 - Assisting with organisational skills
 - Reinforcing new concepts
 - Using alternative methods of instruction more suited to students' learning strengths
 - Reading and clarifying instructions

- Re-explaining teacher instructions
- Note-taking
- Providing further explanations
- Adapting work to make the learning accessible
- Developing complementary resources suited to the ability level of the student
- Redirecting student's attention to the task at hand etc.
- Administer, correct and collate diagnostic tests (e.g. Progressive Assessment Tests (PAT)) as required
- Encourage and support students to develop independence and not become over-reliant of additional support
- Support students in ways to promote inclusion with peers developing resilience, communication skills and everyday life skills
- Monitor the specific aims and goals of students' learning plans in association with subject teachers, providing feedback to teachers on the progress of the student
- Promote wellbeing with students in the learning diversity program
- Provide specific medical attention, support and personal care for students as required
- Liaise with subject teachers regarding concerns about a student
- Keep comprehensive notes as evidence for NCCD data collection
- Provide exam/assessment task supervision for the student/groups that have special arrangements
- Maintain confidentiality in relation to all student and family information
- Contribute to Student Program Support Groups (PSG) in a positive, co-operative and constructive manner as required.
- Attend staff meetings and Learning Diversity meetings as required
- Attend excursions, camps, retreats and extra-curricular activities as required
- Undertake professional learning to build knowledge, understanding and skills relevant to the role
- Be prepared to undertake other duties and/or classes as requested by the Head of Learning Diversity where there are program changes, absences or when unforeseen circumstances arise

GENERAL ACCOUNTABILITIES FOR ALL STAFF

Staff are expected to:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College
- Support and enact the Vision, Mission and Values of the College
- Commit to and actively support the College's agenda for continuous improvement as outlined in the Strategic Plan and participate in school improvement planning
- Be well informed and comply with all College policies and procedures, including obligations in relation to the Child Safe Standards and processes for reporting suspected abuse
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Demonstrate professional and collegial relationships with colleagues
- Adhere to the College's professional dress code for staff
- Attend all relevant staff meetings, assemblies, College masses, College Open events, information evenings, community days etc. and professional learning days / sessions

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

Any significant additions to the responsibilities may be requested by the Principal (or nominee) through consultation and mutual agreement with the appointee.

EXPERIENCE, QUALIFICATIONS AND PERSONAL ATTRIBUTES

- Current Working with Children Check and Police Record Check
- Strong relational and interpersonal skills in order to establish positive relationships with staff and students
- Flexibility and the ability to operate effectively in a changing environment
- Well-developed ICT skills
- Demonstrated commitment to their own professional learning to build capacity
- Completion of a relevant one or two-year post-secondary certificate eg. Certificate III in Educational Support, or a demonstrated willingness to complete a formal qualification in the area of educational support, as identified by the school.
- Current First Aid certification (desirable)
- Relevant and recent experience in working with and supporting students with additional learning needs (advantageous)

ACKNOWLEDGEMENT

In acknowledging this position description, the appointee is declaring:

- they have read and understood the general requirements of the position;
- they are suitably qualified and capable to undertake the responsibilities within;
- acknowledgement that this document serves to describe the position as accurately as possible but does not constitute a full statement of duties; and
- acknowledgement that other reasonable duties may also be allocated.

Authorised by:
Date:
Revised

Principal
November 2022