



PEDARE

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Education Support Officer (Diverse Learning Assistant) Position Description



College Department	Diverse Learning
Job Title	Education Support Officer (Diverse Learning Assistant)
Tenure and Classification	Tenure as per contract of employment, Grade Two
Approved by	Principal and Manager People and Culture

Job Specification

CONTEXT AND BROAD PURPOSE OF THE POSITION

The Diverse Learning Assistant (DLA) will provide direct and timely specialist assistance to students who have additional learning and support needs, thereby promoting a culture of inclusivity where all students have the opportunity to achieve their potential. The DLA will provide particular support to students who experience barriers to their learning, and to those needing support to extend and enrich their learning and capabilities.

The work of the DLA will have a particular focus on students requiring extra support in literacy and numeracy. The DLA will undertake administrative responsibilities as required, including in support of the Nationally Consistent Collection of Data for students with disabilities (NCCD).

While the DLA will provide specialist support, the responsibility for successful learning outcomes remains with classroom teachers, and the DLA will work under the leadership of the Diverse Learning Coordinator for the relevant School (Junior or Middle and Senior Schools).

KEY RELATIONSHIPS

Internal:

- Diverse Learning Coordinator (line management)
- Pedare students
- Teachers and Heads of School

External:

- Associated affiliated bodies in the area of learning support

TERMS AND CONDITIONS OF EMPLOYMENT

- Tenure and FTE as per contract of employment
- Hours of work will generally be between 8am and 4pm, term time, or as negotiated with the Diverse Learning Coordinator. Some work may be required outside normal working hours. Overtime, as negotiated, will generally be paid as leave in lieu
- The salary and conditions of this position are subject to the current Pedare Christian College Enterprise Agreement



KEY CRITERIA (areas of major responsibility and activity)

The Diverse Learning Assistant will:

- Assist with the development of appropriate programs for students in consultation with the Diverse Learning Coordinator, Heads of School and classroom teachers
- Implement and review programs under the direction of the Diverse Learning Coordinator, Heads of School and classroom teachers
- Under the direction of the Diverse Learning Coordinator, provide one-to-one or small group support for students who require learning support or enrichment (either in the classroom or during withdrawal from classroom)
- Assist the Diverse Learning Coordinator with administrative needs associated with programs or students, including standardised testing (OARS ACER / Neale reading analysis)
- Under the direction of the Diverse Learning Coordinator, assist with volunteer support in relation to specific programs
- Have thorough knowledge of the subject matter to enable the course objectives to be taught
- Use and maintain resources used in the teaching programme
- Consistently give feedback to students, encourage, and involve students in class to enable them to fulfil their potential
- Use appropriate assessment items and accurately record all marks and results for student assessment
- Liaise with appropriate colleagues regarding assessment structure and format
- Promote a trusting and caring approach within the classroom
- Relate well to students, recognising both the pastoral and educative aspects of the student-teacher relationship
- Maintain an interest in the welfare of students and promote the well-being of students
- Apply the College's rules and expectations for students as a joint responsibility of all staff
- Consult with appropriate colleagues regarding student behavioural problems

Other duties will include:

- Provide release for other Education Support Officers (Diverse Learning Assistant's) when required across the relevant schools
- Ensure and maintain a safe work environment in accordance with Work, Health & Safety requirements

Any other reasonable duties as directed by Management

GENERAL

- Maintain confidentiality in regard to school and staff issues
- Display appropriate conduct when in public and in the company of parents/students at out-of-school functions
- Attend official College functions, meetings and events as required
- Adhere to College policies and procedures
- Contribute to staff devotions and worship events through attendance and involvement
- Show collegiate support of management and other staff



SKILLS & QUALIFICATIONS

- Provision of an original, current Working With Children Check (required)
- A current Responding to Risks of Harm, Abuse & Neglect (Education Care) Certificate
- Formal qualification(s) in Special Needs Education, a similar qualification, or equivalent experience
- An ability to utilise computer software systems confidently and accurately, including the G-Suite
- A current First Aid Certificate

REQUIRED

- Knowledge of WHS principles and their application in the workplace
- Outstanding customer service skills and a demonstrated commitment to undertaking what is required to ensure customers/stakeholders are satisfied
- Strong organisational and interpersonal skills, including the ability to manage information and correspondence with confidentiality, discretion and diplomacy
- Excellent written, verbal and electronic communication skills
- A proven track record in building positive relationships with a range of people
- An ability to work in a team environment and to be supportive of others
- An ability to think laterally and a willingness to embrace change

PREFERRED

- Experience in similar duties in a school or similar business environment
- Possess and provide a copy of a current Teacher Registration Certificate in South Australia
- Knowledge of specific learning difficulties and/or intellectual disabilities as they apply in an educational environment
- Experience in using SEQTA Database (or a similar database)