



# CAMBERWELL

GRAMMAR SCHOOL

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## **POSITION DESCRIPTION**

## **EDUCATION SUPPORT / INTEGRATION AIDE**

## CAMBERWELL GRAMMAR SCHOOL POSITION DESCRIPTION

<b>Position:</b>	Education Support / Integration Aide
<b>Reports to:</b>	Head of Learning Support
<b>Type of position:</b>	Casual
<b>Date prepared:</b>	March 2018

### SCHOOL MOTTO

“Spectemur Agendo” which means, “By our deeds may we be known”

### CGS VALUES

*Courtesy & Respect, Integrity, Innovation, Adaptability, Commitment, Accountability*

### POSITION OVERVIEW

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This person will work under the direction of the Head of Learning Support to assist the Middle and Senior School Students on an individual or small group basis with specified learning difficulties or disabilities.

#### Key Responsibilities

- To work on an individual basis with a small number of students who need support
- To work collaboratively in a team with teaching staff to establish students' learning needs and set learning goals
- To implement effective strategies to support student learning
- To provide feedback to teachers about student progress and/or concerns
- To structure activities to support each student's focus and achievement of set goals
- To provide learning support and supervision in classrooms and the school environment, including at recess and lunchtime
- To support students in developing and maintaining positive social interaction with their peers
- Research, collate, photocopy and assemble appropriate classroom materials under the direction of the Head of Learning Support

#### Other Duties

- Perform various other duties as required

### KEY RELATIONSHIPS & AUTHORITY

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#### Internal

- Head of Learning Support
- Deputy Principal
- Headmaster
- Teachers
- Students

#### External

- Parents
- External Professionals

## **Direct Reports**

- N/A

## **Expenditure Authority**

- Authority to incur School expenditure in line with approved authority limits

## **POSITION REQUIREMENTS**

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### **Knowledge & Skills**

- Demonstrated experience working effectively in a similar role
- Effective communicator in simple language and willing to learn new teaching and assessment strategies and processes
- Experience working with students on Autism Spectrum
- Have an understanding of the educational, social and emotional needs of children with special learning needs
- Ability to liaise pleasantly, tactfully, diplomatically and competently with parents, staff, students and visitors
- Strong written and verbal communication skills
- Demonstrate strong organisational skills and high attention to detail
- Demonstrate a capacity to communicate effectively with all members of the school community

### **Qualifications**

- Qualifications in Education Support (Desirable)
- Working with Children Check
- Police Check

### **Competencies, Behaviours & Attributes**

- A passion for supporting students with learning challenges
- Have a caring and enthusiastic nature
- Ability to maintain the utmost confidentiality at all times
- Ability to take initiative within the Schools policy
- Ability to take cooperate with fellow workers
- A common sense approach to all aspects of the role
- Well presented with a professional manner at all times
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively demonstrate CGS's workplace values

### **Child Safe Standards**

Camberwell Grammar School is fully committed to ensuring the safety of all children and young people in our school environment and outside of school hours.

We are committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment.

We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these;
- Complete all required Child Protection training prior to beginning at the School;
- Participate in regular training and professional development in Child Safety;
- Respond according to the School's policies and procedures when interacting with children, taking all allegations and concerns very seriously;
- Be committed to providing a safe environment for all children, promoting physical, emotional and cultural safety.

### Declaration

I, \_\_\_\_\_(full name) acknowledge that I have read and understand the **Education Support/ Integration Aide** POSITION DESCRIPTION

Employee Name (print): \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

This Position Description is approved by:

Manager Name (print): \_\_\_\_\_

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Manager Name (print): \_\_\_\_\_

HR Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_