

Position Description

Role:	Learning Support Assistant (LSA) Galilee School
Program:	Galilee School
Level:	1 – 3
Reporting Relationship:	Head of Teaching and Learning

Position Statement:

Under guidance and support of the Head of Teaching and Learning, Learning Support Assistants (LSA) work alongside teachers to support the education of all students or at other times specific students including those with special learning needs. LSAs work as part of the Galilee School team to implement lessons and programs aligned with the Australian Curriculum, the ACT Senior Secondary Curriculum and the Student Support Framework, in addition to supporting the students in their day to day studies and activities at the Galilee School

Duties & Responsibilities

Position Specific

- To work in consultation with teachers/staff, to support instruction to students in specific areas, e.g. literacy & numeracy tasks, social skills, specialist subjects.
- To liaise with teachers in relation to curriculum requirements.
- Act as a liaison with the classroom teacher(s) for the purpose of ensuring the implementation and evaluation of the established Individual Learning Plan (ILP) of an assigned student.
- Provide assistance to students to participate fully in classroom educational activities.
- Using equipment and materials, prepare or assist in creation of curriculum support materials or assist students in the preparation of materials, e.g. ipads, conducting science experiments, audio visual recording, document preparation on computers.
- To assist with managing student learning and/or behaviour.
- To provide advice, under the supervision of senior personnel, to students in relation to the handling and use of materials and equipment.
- In consultation with teachers and other senior staff select reference materials and other educational tools.
- To assist with classroom programs as required, particularly in the development of students' learning program.
- To liaise directly with teachers regarding student progress.
- To meet with the Head of Teaching and Learning regarding student progress on a regular basis.
- Maintain records as determined by the Head of Teaching and Learning
- Participate in the pastoral care, sport, co-curricular, playground supervision, parent nights, and other programs of the School.
- Attend excursions, school events and other activities with students as negotiated.

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
FORM	ORG-QMS-FOR-128	V3	18/10/2022	18/10/2024	1 of 3

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED

- Assist in the transportation of students in support of their attendance at school as well as in support of the school’s academic and social and emotional program.
- Other duties as directed.

Please Note: Learning Support Assistants (LSA) are not:

- Responsible for planning programs or assessing student outcomes.

Values

- **Actively display the values of Communities at Work:**
 - **Integrity** – upholds the highest standards of integrity in our actions
 - **Respect for all** – respect everyone and value difference and diversity
 - **Progressive** – be adaptive and agile with a proactive response to change and progress
 - **Quality and Innovation** – be committed to excellent service delivery and continuous quality improvement
 - **Sustainability** – ensure our services are relevant and appropriate as we build capacity for a sustainable future

Workplace Compliance:

- Understands and supports the Communities at Work Purpose and Mission
- Maintain appropriate professional codes of ethics and work standards
- Comply with Communities at Work policies and procedures
- Work within WHS guidelines and promote safe work practices
- Compliance with Cyber Security and Privacy policies
- Demonstrate a sound working knowledge of the relevant legislation and regulations
- Participate and cooperate with any internal or external audit requirements
- Is responsive to changes in client needs, manages client expectations and provides a courteous and professional service to clients
- Compliance with Mandatory Reporting and Reportable Conduct requirements

Team Work:

- Builds and sustains positive relationships with team members and clients
- Works collaboratively and is an effective team member
- Understands and responds to different communication styles, and treats people with respect and courtesy
- Identifies learning opportunities and understands constructive feedback

Selection Criteria

Essential

- Maintain current “Working with Vulnerable People” registration
- Relevant qualification in Education Support (or working towards)
- Experience working with students with disabilities in a school setting.

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
FORM	ORG-QMS-FOR-128	V3	18/10/2022	18/10/2024	2 of 3

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED

- Familiar with some targeted intervention strategies and learning programs.
- Demonstrate an aptitude, experience or qualification for this position.
- Ability to communicate with diverse audiences which include staff, parents, and the wider community.
- High level interpersonal skills and cooperative work practices and the ability to contribute to a positive and cohesive team.
- Willingness to adhere to, and work within, the strategic vision, direction, and philosophy of Communities at Work Galilee School
- Mental Health First Aid Training (or able to obtain)

Desirable

- Current drivers' licence
- Personal experience of collaborative practices in a similar school environment and a sound knowledge of learning and pedagogy for a similar student cohort
- Demonstrated understanding of the Positive Behaviour Support Framework, Restorative Practices and/or other related best practice models
- Current First Aid certificate

I have read and understood the position statement, duties & responsibilities and expectations set forth in the position description provided for the position.

Acknowledgment by the incumbent:	
Signature:	
Date:	

Document Type	Doc Ref No	Version No	Date of Effect	Due for Review	Page
FORM	ORG-QMS-FOR-128	V3	18/10/2022	18/10/2024	3 of 3

MASTER DOCUMENT – UNCONTROLLED WHEN PRINTED UNLESS SIGNED IN RED