

Position Description

Position:	School Assistant – Learning Support (<i>Middle and Senior School</i>)
Classification:	Educational Services (Schools) General Staff Award 2020
Normal Hours of Work:	Up to 20 hours per week (40 weeks per year)
Commencement Date:	April 2023
Line Manager:	Director of Studies ELC-12

College Overview

Emmaus Christian College is an independent, non-denominational Christian school. We provide high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

Emmaus Christian College is one school, two campuses. The Brooklyn Park Campus provides Early Learning to Year 6. The South Plympton Campus provides Foundation to Year 12. Both campuses offer a seamless pathway to Year 12, where children who have completed Year 6 at Brooklyn Park, have guaranteed entry into Year 7 at South Plympton.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

We want our students to:

Belong	to know others and be known
Flourish	to discover and grow into who they are in Christ
Think	to build their knowledge, apply their skills and discern the truth
Respond	to respond to the call of God in their lives

Key Purpose

The School Assistant – Learning Support position provides additional educational support for students individually and in small groups across Middle and Senior School year levels.

Key Responsibilities and Outcomes

Student support:

- Supervise, assist and monitor small groups of Curriculum Support students, working on individual tasks
- In-class support under the direction of subject teachers
- 1:1 subject support for pupils with more complex needs
- 1:1 or small group subject support for SACE pupils

Support may include:

- Clarifying a task i.e., rephrasing instructions or employing appropriate resources such as diagrams or concrete materials
- Assisting students to set goals for a lesson and measure their progress towards these goals
- Giving feedback to students with respect to their evaluation of their goals and achievements
- Simplifying given tasks where appropriate, in consultation with subject teachers
- Reinforcing or revisiting previously learned concepts
- Assisting students with prioritisation, task commitment and focus
- Motivating and encouraging as required
- Making use of available IT resources
- Occasionally conduct small groups in explicit remedial programs such as MacqLit
- Ensuring students with physical disabilities are able to access equipment and materials provided
- Assisting physically disabled students with mobility and some personal care
- Accompanying students on camps or excursions as appropriate (negotiable)
- Liaising with and providing feedback to teachers about the student's progress and response to tasks
- Promoting student self-esteem by:
 - establishing a supportive relationship with students
 - being aware of the student's educational, physical, social and emotional needs and meeting these needs whilst promoting independence
 - encouraging acceptance and inclusion of all students by their peers and the school as a whole

Administration:

- Maintain records and attend team meetings
- Liaise with teachers to feedback on student progress in order to facilitate differentiation and planning
- Adapt resources as necessary
- Contribute to Review meetings as appropriate
- Where appropriate ensure relief staff are aware of the needs of the student
- Be with familiar with Google Suite and/or Microsoft Office
- Implement recommendations by professional agencies and specialists
- Other duties as may be required by the College Principal

College Expectations

All staff are expected to:

- Be a committed Christian with a strong passion for Biblically-based Christian education.
- Contribute to the efficient and effective functioning of the team to meet College objectives by demonstrating appropriate and professional workplace behaviours, providing assistance to team members as required and undertaking other key responsibilities or activities as directed by the Head of Business Services and the College Principals.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Support the policies and expectations of the College.

Selection Criteria

- Be a committed Christian with a strong passion for Biblically based Christian education
- Evidence of high-level interpersonal skills and experience in working with staff and young people
- Demonstrated ability in problem solving, flexibility, priority setting and time management
- Middle or Senior School experience would be advantageous
- Confident in Middle / Senior school subject content (especially numeracy and literacy) or have a proven ability to take on new learning as required
- Whilst not a prerequisite, holding a Certificate III or IV in School Based Education Support or demonstrating equivalent competencies at this grade would be an advantage
- Current satisfactory Working with Children Check

Submitting Your Application

Closing Date: 9:00am, Monday 20 March

Applicants should provide:

1. A written application that addresses the selection criteria outlined in the position description.
2. Curriculum Vitae which provides full personal details, qualifications, previous employment and experience.
3. A completed '[Application for Non-Teaching Position Form](#)'.

Application submissions must be sent to recruitment@emmauscc.sa.edu.au and include all three documents to be considered.

For further information, please contact Human Resources on 8292 3888 or recruitment@emmauscc.sa.edu.au