

ROLE DESCRIPTION

ROLE TITLE	Education Assistant (Special Needs)
DEPARTMENT	Education Support
INDUSTRIAL AGREEMENT	<i>Trustees of the Marist Brothers Province of Australia Non-Teaching Staff Enterprise Bargaining Agreement 2014</i>
ACCOUNTABLE TO	Vice Principal
DIRECTION FROM	Leader of Education Support

MISSION STATEMENT

Newman College is a PK-12 Catholic School educating in the Marist Tradition, which endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an education environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Education Assistant Education Support (Special Needs) works under the direction of the classroom teacher to support the unique needs of all students of all abilities, including students with special and additional learning needs. The Education Assistant Education Support Education (Special Needs) may be engaged in a variety of learning support roles across the College.

The Role of the Education Assistant Education Support will be determined by:

- Specific individual student needs.
- The level and type of individual support required by a student or group of students for a particular activity at a particular time.
- The specific goals, objectives and expected outcomes of an individual student's program (IEP).
- Particular skills, areas of expertise and preferences of the Teacher and Education Assistant.

ROLE RESPONSIBILITIES

Classroom Support

- aiding in the implementation of special programs including:
 - specific curriculum programs
 - protective behaviours or behaviour management programs
 - exercise and mobility programs
 - life skills and work experience
 - business and enterprise programs
 - transport training programs
- assisting teachers with administrative tasks such as resource preparation, displaying student work in classrooms and contributing to ITP's, CAP's, IEP's and IBSP.
- using strategies as directed by the teacher to promote positive student behaviour.
- assisting teachers in classroom preparation, ensuring an effective learning environment that is tidy, clean, barrier free and safe.

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- observing and recording student behaviours and skills performance.
- communicating student progress to the classroom teacher and Leader of Education Support as appropriate.
- contributing to home-school communication as directed by the classroom teacher.

Duties and Responsibilities

- Directly assist classroom Teachers to implement, monitor and supervise student-learning experiences, both indoor and out
- Assist with the preparation, distribution, collection and packing away of materials, resources, equipment and activities.
- Assist in the adaptation/modification of classroom materials and activities, produce, gather or photocopy materials, including reducing or enlarging worksheets and printed material.
- Organise and maintain equipment and materials, including attending to minor repairs for health and safety.
- Assist with room or particular learning area/s preparation, ensuring that the environment is tidy, clean, barrier free and safe.
- Support students by listening, encouraging, reassuring, directing, explaining, re-iterating, re-enforcing skills, concepts and instruction
- Model unique techniques or instructions and maintain student attention to task.
- Administration and record keeping of prescribed medicines as directed by the teacher.
- Accompany and supervise student/s to and in specific designated areas within the school and activities external to the school, with the approval of the Principal and when parent permission has been sought and granted, e.g. excursions, camps and work experiences.
- Support students in ESC, mainstream classes, electives or additional curricular activities, such as sport, physical education, or other recreational programs, library, computing, etc.
- Assist with the care, monitoring and supervision of students' outdoor activities, including before school, recess and lunchtime periods.
- Attend to students who are sick or who require minor first aid.
- Assist with or contribute to observations of student behaviour, recording activities. skills performance or specific behaviours, mark student work and/ or record sheets.
- Assist with or supervise small group or whole-class activities of regular students to allow the classroom Teacher to work with the special needs student/s.
- Contribute to the home- school communication book system and ensure the system is maintained.
- Support students to participate in school and school community activities such as Mass, sports days and swimming carnivals, assemblies, excursions etc.
- Assist with general clerical duties, the collection of money, lunch orders or permission slips, etc.
- Contribute to the development and implementation of IEPs, ITPs and CAPs.
- Attend staff meetings/PD days and provide feedback when appropriate.
- Carry out or assist with the monitoring and/ or supervision of hygiene and self-care. programs, such as dressing, eating, drinking, toileting and other personal needs.
- Assist with student mobility needs, such as lifting, handling, positioning and transferring a student from one position or place to another.
- Take responsibility for maintaining, cleaning, setting up and storing specialised equipment, such as voice output communication aids, brailers, switches, etc.
- Assisting with orthotic devices, such as, AFOs, splints, braces, extensions, etc.
- Assisting with specialised equipment, such as hoists, commode, etc.
- Assisting with augmentative communication programs, either aided, e.g. voice output devices, Compic, or unaided communication programs, such as Makaton, Auslan, etc.
- Supervise students manage catheter requirements and equipment where necessary.

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- Assist in the implementation of special programs, such as: specific curriculum programs; protective behaviour or behaviour management programs; speech therapy, physiotherapy or mobility programs; life skills and work experience or transport training programs, as directed by the classroom Teacher or, in conjunction with relevant allied service personnel, with the approval of the Principal, Leader of Education Support or classroom Teacher.

Student Support

- providing in-class support to students to assist with their understanding of the subject area.
- listening, encouraging and reassuring, directing and redirecting, explaining, reinforcing and practicing, skills, concepts and instructions.
- providing guidance to students with assignment tasks and homework.
- assisting students in accessing assistive technologies.
- implementing and supervising hygiene and self-care programs such as feeding, dressing, bathing and toileting, including the cleaning of students and their clothes and equipment.
- assisting students with their medical requirements including but not limited to the administration of medication.
- assisting students with orthotic devices such as splints, braces, extensions or specialised equipment e.g. hoist.
- assisting in the care, monitoring and supervision of out-of-class activities including, but not limited to, recess and lunch time breaks, sport, individual exercise programs, being in the pool during swimming sessions, excursions, camps and carnivals.
- actively encouraging students to take as much responsibility, where possible, for their own organisation and learning.
- monitoring and assisting students engaged in work experience and community access.

Other

- Any other duties as required.

EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College;
- Actively supporting the Marist Association of Saint Marcellin Champagnat;
- Actively promoting the College's Evangelisation Plan;
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia Policy Statements.
 - Catholic Education Commission of Western Australia Policy Statements.
 - Newman College Policy Statements, Procedures and Code of Conduct for Staff;
- Adhering to workplace health and safety procedures and actively contributes to maintaining a safe, healthy and tidy environment;
- Maintaining open communication and work collaboratively with others within the College to foster team-work and morale;
- Maintaining a commitment to continuously improve services and pursue excellence;
- Seeking opportunities for professional development.

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ROLE CRITERIA

Essential Criteria:

- Cert IV Education Support or working towards completing
- First Aid Certificate
- Demonstrated knowledge of special needs and learning difficulties and the specific strategies that are designed to assist students to reach their full potential
- Experience in a PK – 12 educational environments
- Conversant with key educational issues
- Demonstrated ability to empathise with and understand young people
- Demonstrated commitment to pastoral care coupled with a knowledge of social issues that affect young people
- Ability to be patient, tolerant, reliable and flexible in the workplace
- Well-developed interpersonal and influencing skills, enabling harmonious and positive relationships with all
- Sound written and verbal communications skills
- Demonstrate competent computer skills
- Well-developed time management and organisational skills
- Able to multi-task and work calmly under pressure
- Demonstrated ability to work autonomously and as part of a team
- Able to problem solve and use initiative
- Able to maintain strict confidentiality
- Working with Children Check
- National Police History Check

Desirable, but not Essential Criteria:

- Experience with PEG feeding
- Experience with Augmentative and Alternative Communication
- Training in Diabetes, Anaphylaxis and Epilepsy education and management

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