



## Careers at SCOTS PGC College

### Information for applicants

Vacancy: Learning Support Assistant  
Closing date: Friday, 16 March 2018  
Commencement date: Monday, 16 April 2018

### The College

SCOTS PGC College is a Uniting Church school that aims to offer the finest co-educational learning experience in South-East Queensland. We encourage striving for individual excellence and achievement as well as promoting a value of service to the wider community. Our philosophy of schooling rests squarely on the belief that a true education encourages young people to question and explore, to develop a strong sense of personal identity, to strive to achieve one's best, and to value the act of serving without losing one's desire to lead.

We are a specialist co-educational boarding and day school that includes students, Prep through to Year 12 located in Warwick, Queensland.

### The role

The Learning Support Assistant provides support to students with identified disabilities and learning difficulties so that they can more effectively engage in the learning opportunities provided. The position requires that the successful candidate will have a passion for working with children, an understanding of the nature of the range of disabilities and learning difficulties that may impact on students and a positive attitude to dealing with the daily challenges that arise when working in an organisation that has children at the centre of decisions and priorities.

The position is part-time, term-time. The successful applicant will work 20 hours per week, Monday to Friday.

Staff at the College must demonstrate a commitment to our values as they relate to child protection and professional conduct.

### Selection criteria

1. A passion for working with children.
2. An understanding of the social, emotional and educational needs of students with learning difficulties and disabilities.
3. An ability to create strong, positive, professional relationships with students.
4. An ability to maintain a positive and flexible attitude to the daily workflow.
5. Previous experience working in a teacher aide role supporting the learning needs of students inside and outside the classroom.
6. The ability to obtain a Positive Notice (Blue Card) for working with children in Queensland.
7. Certificate level qualifications in Education Support are highly desirable.



### **How to apply**

All applications should be submitted via the College's Seek.com.au portal by clicking the link below.

**APPLY FOR THIS POSITION**

### **Applications**

Applications should include:

1. A letter of application addressed to the Principal, Mr Kyle Thompson.
2. A statement addressing the key selection criteria.
3. Current resume outlining your career and education history.
4. Contact details of at least two professional referees.

The successful applicant will be subject to employment screening, which will include;

1. Reference checking and verification of employment history
2. Criminal history check

Applicants must be eligible to apply for a Blue Card for working with children in Queensland.

### **Privacy**

A copy of the College's Employment Collection Notice can be obtained by clicking [here](#).

### **Enquiries**

Enquiries regarding this vacancy should be directed to the Human Resources Officer.

P: 0746669811

E: [employment@scotspgc.com.au](mailto:employment@scotspgc.com.au)



## POSITION DESCRIPTION

### COLLEGE PURPOSE

The College provides an outstanding holistic co-educational education to students throughout South East Queensland and beyond enabling them to become positive, resilient and engaged global citizens.

### VISION

The College espouses all of the values of the Uniting Church ensuring that these inform our students' lives as individuals and a community. While emulating the values of the Uniting Church, concurrently instil and develop the values and traits of:

- Excellence
- Curiosity
- Caring
- Integrity
- Innovation
- Courage

### POSITION

Learning Support Assistant

### ORGANISATIONAL RELATIONSHIPS

Reports to: Head of Learning Support

Direct reports: Nil

Internal relationships: Works closely with students, teaching staff and administration staff

External relationships: Nil

Committee memberships: Nil

### CLASSIFICATION AND TENURE

- SCOTS PGC College Enterprise Agreement
- School Officer Level 2
- Part-time, term-time (20 hours per week)

### INCUMBENT

Vacant

### POSITION OBJECTIVE

The Learning Support Assistant will work under the guidance of the Head of Learning Support and classroom teachers to provide a high level of support to students with disabilities and learning difficulties across the College.



The incumbent will play a crucial role in enabling students to engage in learning to the highest possible level.

### **SKILLS AND ABILITIES**

- A passion for working with children.
- An ability to create strong, positive, professional relationships with students.
- An ability to work effectively with primary and secondary school aged children in an educational setting.
- An ability to maintain confidentiality.
- Well-developed communication and interpersonal skills.
- Well-developed ICT skills that may assist students to engage with technology in the classroom and enhance their learning experiences.

### **KNOWLEDGE**

- An understanding of the educational needs of students with learning difficulties and disabilities.
- Knowledge of the College's Child Protection processes.
- Knowledge and understanding of the various forms of disabilities and learning difficulties and how they impact on student learning.

### **QUALIFICATIONS AND EXPERIENCE**

- Certificate level qualifications in Education Support is highly desirable.
- Current First Aid and CPR qualifications.
- Current Positive Notice (Blue Card) for working with children in Queensland.
- Previous experience working in a role providing support to students with disabilities and/or learning difficulties.

### **OTHER ATTRIBUTES AND CONDITIONS**

- A flexible attitude to the daily work flow.
- Demonstrated initiative to assist in other areas of work.

### **KEY RESPONSIBILITIES AND DUTIES**

The key responsibilities may be modified from time to time to ensure the expected outcomes are co-ordinated with the College's strategic plan. Without limiting the above, the key responsibilities and duties shall include:

1. Provide in-class support and assistance to students with disabilities and learning difficulties under the direction of the Head of Learning Support and the classroom teacher.
2. Actively participate in activities, excursions and other College events involving students.
3. Provide feedback to the teacher and Head of Learning Support on student engagement and progress.
4. Assisting students in moving around the campus and engaging in activities outside the classroom.
5. General supervision duties as directed by the relevant Head of School.
6. Assisting in the collection of data for reporting purposes.
7. Preparation of equipment and teaching materials to assist teachers and students.



## **GENERAL PERFORMANCE STANDARDS**

- Tasks allocated to the position shall be performed to agreed standards and in accordance with established procedural guidelines.
- Work is carried out in accordance with accepted industry standards, compliance with Workplace Health and Safety Act and other legislative requirements or standards which may be appropriate and including College policies, procedures and local laws.
- Allocated tasks and reporting requirements are consistently completed within the agreed time frames.
- Actively participates in planning and recommending possible ways in which allocated tasks and responsibilities can be carried out more effectively and efficiently.
- Demonstrate a spirit of co-operation toward other employees and the achievement of the College's aims and objectives.
- Staff are expected to maintain an appropriate standard of dress and personal presentation to reflect their profession and work responsibilities.
- The College is a non-smoking environment. College policy and Queensland legislation dictate that smoking is prohibited within all areas of the College and within 5 metres of the College boundary.