

Duty Statement

Education Assistant (Special Needs)

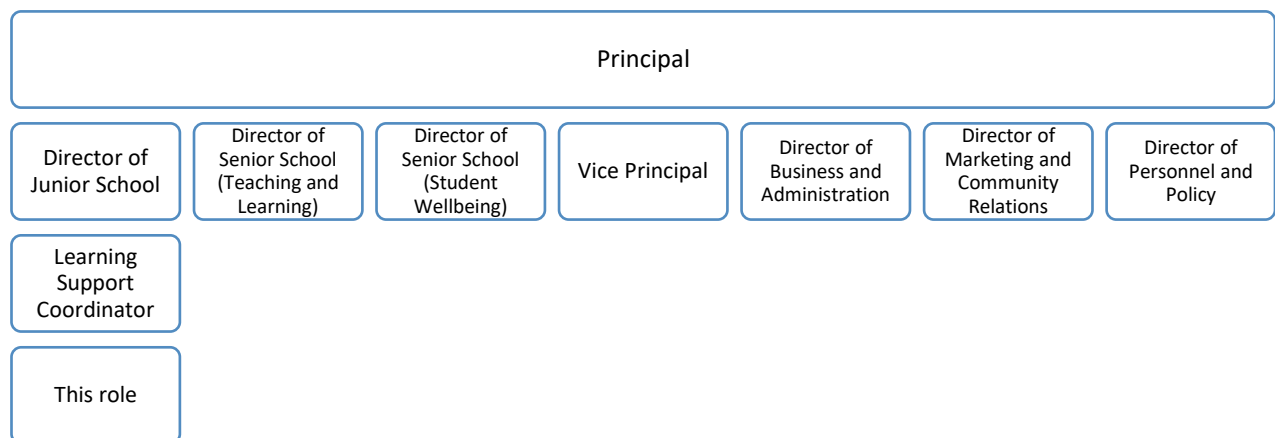
All Saints' College, in partnership with its families, community and the Anglican Church, empowers students to develop their potential, becoming confident, compassionate and committed to worthwhile service to the local and global communities.

POSITION PURPOSE

The Education Assistant (Special Needs) is directly responsible to the Learning Support Coordinator and is required to help prepare materials for teachers and to work with individual students.

Whilst undertaking this role, the Education Assistant (Special Needs) will provide support across the Junior and Senior School learning environments to ensure the delivery of high quality, student-focused individual learning programs and will ensure that the learning environment is inclusive, relevant and appropriately resourced. The Education Assistant (Special Needs) will also foster autonomy, independence and self-esteem whilst assisting Senior School students to integrate successfully into the All Saints' College learning environment and the wider community.

ORGANISATION STRUCTURE



KEY RESPONSIBILITIES

The Education Assistant (Special Needs) will work under general supervision and guidance performing tasks that require discretion and confidentiality. Duties in relation to the position include, but are not limited to, the following:

Curriculum Preparation

- (a) Assist the teacher/s to implement the goals of documented plans (for example, Curriculum Adjustment Plan, Individual Education Plan, Individual Behaviour Plan, Social Skills Plan and Risk Management Plan as well as any Therapy Plans).
- (b) Provide feedback as necessary on the documented plans to relevant stakeholders and participate in the evaluation process relating to the achievement of individualised goals.

- (c) Create appropriate resources as necessary in collaboration with the classroom teacher/s (e.g. visual cues and prompts using Board Maker software and curriculum modification).
- (d) Maintain documentation related to the individualised programs such as anecdotal records, checklists, modified work and modified assessments.
- (e) Playground duties, incursions and excursions as appropriate.
- (f) Scribe for a particular student if necessary.

Wellbeing

- (a) Demonstrate care and concern for the spiritual, emotional, social and academic development of students in your care; as demonstrated in a teacher's classroom management plan.
- (b) Uphold and support the guidelines for student behaviour and dress as set out by the College.
- (c) Provide a caring environment supportive of the Christian ethos and liturgical activities of the College, including attendance at College celebrations, for example the various Eucharists.

Primary duties

- (a) Undertake the following tasks as required:
 - i. word processing of classroom curriculum materials;
 - ii. record keeping and filing; and
 - iii. photocopying.

Staff Expectations

- (b) Serve as a good ambassador of the College. This includes conducting oneself in accordance with the professional standards of the College.
- (c) Take an active part in the general life of the College — supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation and promote a high quality of education within the college.
- (d) Attend staff meetings as required and, on occasions, extraordinary meetings.
- (e) Where possible, promote and assist in the extracurricular programme of the College, interacting with staff in activities outside the set daily timetable.
- (f) Ensure all students and parents are provided with quality service in a timely, efficient and friendly manner.
- (g) Maintain professional confidentiality concerning information about staff and/or students.
- (h) Strive to implement productivity, quality, and service improvements on a continual basis.
- (i) Remain abreast of current trends through participation in and contribution to professional development activities and relevant professional organisations.
- (j) Comply with Occupational Safety and Health requirements in the workplace.
- (k) Ensure that all documents are prepared and presented in a professional format in keeping with the College practice and that high standards of spelling, grammar and punctuation are maintained.

- (l) Operate as a 'team player' always and fully support the Principal, Leadership Team and activities of the College.
- (m) On occasions, you may be directed to undertake other duties as required.

*The College recognises that Duty Statements are dynamic documents.
They are reviewed annually or as required.*

May 2023