



## **Diverse Learning Teachers' Aide**

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### **Position Description**

Brigidine College inspires girls to value learning, to be true to themselves and to honour their spiritual heritage. It challenges young women to act in the world with strength and gentleness.

Staff at Brigidine have professional and personal attributes that enable them to share their knowledge with others with a view to improve their practice. They successfully involve themselves in initiatives that make a positive contribution to the quality of teaching and learning, wellbeing and co-curricular involvement in their school. Support Staff have the ability to support a multi-faceted team.

The College recognises the integral role played by the Diverse Learning Teacher Assistant in the life of the school. In appointment to this position, the Principal delegates the responsibility for the effective support and administration in the relevant area.

**Reports to:** Head of Department – Diverse Learning

### **MISSION**

**The Diverse Learning Teachers' Aide will demonstrate commitment to the Catholic ethos and spiritual life of the College by**

- supporting the religious rites and practices of the Catholic faith
- supporting the Brigidine tradition and heritage in the daily life of the College.

### **KEY RESPONSIBILITIES**

At Brigidine College, Diverse Learning Teachers' Aides provide targeted interventions to support the learning of students with diverse educational needs by working collaboratively with Diverse Learning and classroom teachers to develop practices and resources across all Key Learning Areas.

The Teachers' Aides perform many tasks including, but not limited to:

- Providing additional support to children with diverse learning needs
- Supporting teachers in the adjustment of curriculum materials and resources
- Supporting students with disabilities to meet their goals as outlined in their Personalised Learning Plans (PLPs)
- Recording and monitoring information about student learning and behaviour on the Learning Management System

- Working 1:1 or in small groups with students on intervention strategies
- Supporting students in the acquisition of life skills and learning behaviours: eg self-regulation, working with others, time management, situational behaviour
- Providing administrative support including photocopying/scanning, laminating, creating resources such as workbooks, electronic filing, Sentral notes/updates
- Setting up practical tasks and assisting the teacher to clean up afterwards (eg Art/Food Tech)
- Maintaining in-class support records (on Sentral) that document the type and frequency of support that has been provided for students with diverse learning needs
- Providing supervision and assistance during practical lessons (e.g. Science, TAS)
- Supervising exams and providing Disability Provisions e.g. reading and/or scribing for exams
- Motivating and encouraging students with their learning
- Reinforcing lessons presented by teachers by reviewing material with students one-on-one or in small groups
- Supporting the teacher to enforce school and class rules and encourage appropriate student behaviour
- Assisting with record keeping, such as tracking attendance, travel training for TAFE and work experience activities/log
- Assisting with the supervision of students in class, between classes, during lunch and recess, and on excursions and camps
- Reinforcing the lesson content or skills by working with individual students or small groups of students e.g. after the teacher presents a lesson, a Teacher Assistant may help a small group of students as they try to master the material
- Providing feedback to the teacher about a student's progress (learning and/or behaviour)
- Meeting regularly with the class teacher (prior to or during) to discuss lesson plans and student progress
- Supporting students to understand the material and adapting the information to their learning style
- Assisting students with basic needs as required e.g. eating, mobility and personal hygiene
- Implementing adjustments and modifications to content, process and product as directed by the classroom teacher
- Attending meetings and reviews, including meetings to discuss Personalised Learning Plans – within Department meetings

#### **KEY CHALLENGES:**

- Organisational skills
- Communication skills
- IT skills

#### **EXPERIENCE AND QUALIFICATION REQUIREMENTS:**

- First Aid Certification (at a minimum CPR and Emergency Care including anaphylaxis/asthma) – this will be provided annually
- Relevant qualifications that assist the support of this role would be advantageous
- Excellent communication skills
- Good time management skills.

**Relationships:**

- Head of Department – reports regularly
- Diverse Learning faculty staff, including teachers and other teachers' aides
- All teaching staff and other staff as required who share support of students with learning support needs e.g. Student Services, College Counsellors
- Principal and Leadership Team – working within broader College context.