



## Diverse Learning Teacher's Aide

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### Position overview

The Diverse Learning Teacher's Aide (TA) supports students with diverse learning needs to access curriculum, participate in learning, and engage positively in College life. They work collaboratively with Diverse Learning Teachers and classroom teachers to implement reasonable adjustments in classrooms.

The TA supports the educational program through preparation, clarification, reinforcement and monitoring of learning, while promoting student dignity and inclusion within the classrooms. Support aims to enable students to participate meaningfully alongside peers while building their capacity to learn independently over time.

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The responsibilities in this Position Description are in addition to the requirements set out in the College's policies and may be amended from time to time by the Principal or the College.

**Reports to:** Head of Diverse Learning

### Key Responsibilities

#### Catholic Identity and Mission

- Promote and model the Catholic ethos and spiritual life of the College.
- Participate in and support College faith and social justice initiatives, liturgical celebrations, and community engagement.
- Ensure that all actions reflect the College motto Fortiter et Suaviter (Strength and Gentleness) — balancing high expectations with compassion and respect.

#### Support for Teaching and Learning

- Support the implementation of adjustments to content, process and product.
- Assist teachers with differentiation and suggestions based on first-hand experience working with diverse learning students.
- Reinforce lesson content and skills through guided practice with students following teacher instruction.
- Support students to engage with learning by adapting information to suit their learning needs.
- Assist with the delivery of literacy, numeracy and organisational programs as directed by the Head of Diverse Learning.
- Collaborate with teachers to prepare, adjust and organise learning materials and resources.
- Provide supervision and support during practical lessons and classroom activities, including setting up and packing down activities.
- Support small group or individual learning for students as determined by the Head of Diverse Learning.

- Support students in the acquisition of life skills, including organisation, time management, self-regulation and working with others.
- Meet with teachers, where appropriate, to understand lesson intent, student needs and required adjustments.

### **Support for Student Wellbeing and Pastoral Care**

- Monitor student wellbeing, engagement and behaviour, and record relevant observations on Sentral in a professional and objective manner.
- Support students to regulate, engage in learning and access agreed supports.
- Provide feedback to teachers and the Diverse Learning team regarding student engagement and progress.
- Support the implementation of behavioural expectations and encourage positive student conduct through the guidance and modeling of expected behaviours.
- Assist with the support of students in class, between classes, and during school activities including excursions and camps.
- Support students with diverse learning needs to achieve goals outlined in their Individual Learning Plans (ILP) and as directed by Diverse Learning Teachers.
- Attend to student personal care and hygiene needs where required, including appropriate health or medical responses where training has been provided.
- Support students in developing independence, social skills and confidence within the College environment.

### **Other Duties and Professional Practice**

- Assist with the administration of exam provisions, including reading, writing or other provisions as directed by the Head of the Diverse Learning.
- Administer approved examination provisions in line with College and NESA requirements, and monitoring and document on Sentral student engagement during examinations.
- Attend and support students during work experience placements, as planned in collaboration with the Head of Diverse Learning, to ensure student safety, engagement and successful participation.
- Maintain accurate and timely records of student support, including in-class support records and Sentral entries that document the type and frequency of adjustments provided.
- Ensure daily adjustments are recorded in line with College NCCD processes and requirements.
- Participate in NCCD processes and supporting consistent documentation practices.
- Maintain confidentiality and professional discretion at all times.
- Communicate respectfully and professionally with staff and students.
- Participate in faculty meetings, briefings and professional learning as required.
- Contribute to a positive, inclusive and collaborative team culture.
- Assist with organisational tasks such as tracking attendance, supporting transition programs, and collating relevant student records.
- Any other duties as directed by the Principal or their delegate

## **Child Safeguarding**

The School is committed to the safety, welfare and wellbeing of all children and young people. All staff are required to:

- Understand and comply with the School's Child Safeguarding Policy and Code of Conduct.
- Hold a current NSW Working with Children Check (WWCC) clearance.
- Complete mandatory Child Protection training and Mandatory Reporting training annually.
- Demonstrate appropriate professional boundaries and behaviours in all interactions with students.
- Report any concerns about child safety immediately to the designated Child Protection Officer.

The successful applicant will be subject to employment screening through the Office of the Children's Guardian.

## **Selection Criteria**

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### **Essential Criteria**

- Recognised qualifications in education support.
- Demonstrated understanding of inclusive education principles and the ability to support students with diverse learning needs.
- Proven capacity to work effectively as part of a team, communicating respectfully with teachers, support staff, students and families.

### **Desirable Criteria**

- Experience with Sentral or similar student management platforms.
- Familiarity with Canvas LMS or equivalent learning management systems.
- Experience coordinating exam provisions in line with NESA requirements.

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I, [insert full name] have read and agree to the requirements of this position description.

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Signature of Employee

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Date

Reviewed June 2026