



Donvale Christian College

Position Description

Position:	Secondary Learning Support Assistant
Accountable to:	Secondary Learning Support Leader Deputy Principal – Head of Secondary (overall)
Major Relationships:	Learning Support Staff Secondary Teachers Secondary Staff
Time Fraction:	Part-time/full time. Position to commence Term 1, 2024.

Application Information:

Applicants are invited to provide a concise curriculum vitae including personal details, church involvement, career experience and academic attainments. Three referees are required to be listed, including one church reference demonstrating an active faith.

Applications which will be received as advertised until **Wednesday, 27 September 2023**. Please mark your application as **'2024 Secondary Learning Support Assistant'** and sent via email to: employment@donvale.vic.edu.au

Please note that the College does not accept unsolicited agency approaches. We expect candidates to apply directly.

Donvale Christian College:

Donvale Christian College opened in 1975 and is located in the eastern suburbs of Melbourne. The current enrolment is over 1570 students from Prep to Year 12 and the total number of employees is approximately 300.

Donvale Christian College is governed, as provided for in its Constitution, by the College Board. The Board are elected by the members of the College. The full range of Christian denominations is represented in the parent body of the College. There is no position on the Board elected or appointed by any single church community. The Executive Principal is appointed by the Board and together they appoint staff.

Because members of the Donvale Christian College community come from many different Christian faith traditions, and to ensure a sense of harmony between home and school, the College has adopted a Statement of Faith based on a Christian worldview. All parents and Staff are specifically asked if their faith commitment is echoed in the words of this Statement of Faith and they are requested to indicate agreement when applying for the enrolment of their children or employment at the College.

All Staff are expected to actively support the Christian aims of the College and to be members of a Bible based worship community.

The College is committed to promoting and protecting the interests and safety of children. We have zero tolerance for child abuse. Everyone working at the College is responsible for the care and protection of children. All potential employees and volunteers will be required to comply with the College's Child Safety

Code of Conduct and the College's Child Protection and Safety Policy. Applicants are required to provide a valid Working With Children Check/VIT and will be subject to background checking in accordance with this policy.

Introduction:

The Learning Support Team is excited to welcome a new member to our dynamic team. Within the Donvale Christian Secondary School, the Learning Support Teams mission is;

to champion the diverse needs of our students within all areas of our school life and equip them to live out their unique and purposeful calling as image-bearers of Christ.

We look forward to welcoming a Learning Support Assistant who shares our vision;

- **Students** in our school will see the Learning Support team as important support framework in achieving these outcomes.
- **Teachers** in our school will report that the Learning Support team were essential in supporting them to improve their teaching and learning practises and improve student outcomes.
- **Parents** in our school will report that the Learning Support team worked alongside them to facilitate growth and development in their child by building support groups that examined curriculum, promoted wellbeing and enabled effective pathways.
- The learning support team will foster **safe and trusting** relationships with students that inspire and build the confidence and independence of our students.
- The learning support team will operate as a collaborative, communicative, and inspired group of educators who seek to develop their **professional practice** to improve student learning.
- The actions and **decision making** processes of the Learning Support team will be centred around advocating for the needs of our students first and foremost.

Role Description

The role of a Secondary Learning Support Assistant is to provide learning support to students across the secondary school, years 7-12:

- In collaboration with classroom teachers and the Learning Support team, ensure that the appropriate adjustments and accommodations are provided to students in the classroom environment.
- Participate in extra-curricular activities that include Learning Support students.
- Support students to develop the necessary skills to use their special provisions for assessments and exams to the very best of their ability.
- Provide small group and 1:1 student learning support at the direction of the Learning Support Coordinator.
- Work in collaboration with the Learning Support team and classroom teachers to provide curriculum for students who require intervention.
- In collaboration with classroom teachers and the Learning Support team, continuously monitor students' progress by reviewing current adjustments provided to students.
- Document adjustments and accommodations provided to students as directed by the Learning Support team.
- Participate in Student Support Group meetings with students, parents and teachers as directed by the Learning Support Coordinator.
- Maintain online records that provide tangible evidence of thorough teacher/parent/student; consultation, observation, review and adjustments (knowledge of Schoolbox, Synergetic and Microsoft suite preferred but not essential).
- Document ongoing monitoring of student's development and progress.
- Work closely with the learning support team to develop their skills and consequently improve student outcomes.

- Undertake other tasks as directed by the Secondary Learning Support Coordinator.

Core Competencies:

- Warm and welcoming personality and ability to relate to students and staff.
- Passion for working collaboratively in a team environment.
- Strong ability to be adaptive and prioritise the needs of students as they present on a daily basis.
- Strong written and oral communication skills.

College requirements

All staff are required to:

- Perform their responsibilities in a manner which reflects the College's mission, objectives and philosophy. In particular, staff are expected to role model an active Christian faith that will be demonstrated in part by an active involvement in the wider Christian Church.
- Be Christian role models and examples to all people associated with the College.
- Participate in leading College devotions that involve staff and students and attendance at the staff retreat.

Pastoral Care and Child Safety

- Sustain an environment of Christian care and support based on Biblical principles.
- Commitment to promoting and protecting the interests and safety of children.
- Establish and maintain a good rapport with students.
- Maintain student staff and parent confidentiality.
- Establish and reinforce appropriate codes of behaviour.
- Pray for students.

School Organisation

- Complete assigned yard duty and car park duty as rostered.
- Attend and support staff devotions.
- Attend Camps as required.
- Attend Board/Staff functions as arranged.
- Other duties as directed by the Learning Support Coordinator.

Personal and Professional Development

- Nurture personal faith development and spiritual growth.
- Participate in annual Appraisal and Professional Development program.
- Update and supplement qualifications with reading and professional development courses or conferences annually and share skills with others in your team.

Desirable Qualifications/Experience:

- Certificate III in Education Support or willingness to undertake upon employment; or
- Currently completing a Bachelor of Education; or
- Currently completing a Bachelor of Occupational Therapy/Social Work/Speech Therapy.
- Have a current employer Working with Children Check (or be willing to obtain one).
- Understanding of the role of the Learning Support staff in schools and prior experience in this field would be highly desirable.

College Expectations:

All staff are expected to:

- Support the College's guidelines and policies.
- Implement the programs, teaching practices and other activities as decided by the College.
- Perform their responsibilities in a manner which reflects and responds to continuous improvement.
- Contribute to the efficient and effective functioning of their team/s in order to meet organisational objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance to team members if required and undertaking other key responsibilities or activities as directed by one's supervisor.
- Perform their responsibilities in a manner which reflects the College's zero tolerance for child abuse and in accordance with the College's Child Safety policies.
- Familiarise themselves and comply with the relevant College policies including Occupational Health and Safety.

Applications to include:

- Applications which will be received as advertised until **Wednesday, 27 September 2023** and should be marked "**2024 Secondary Learning Support Assistant**" sent via email to: employment@donvale.vic.edu.au
- Including a **covering letter** which includes your ability and experience to undertake the duties and responsibilities of the role and the reasons why you want to work at Donvale Christian College.
- Provide a concise **curriculum vitae** including personal details, church involvement, career experience and academic attainments.
- **Three referees** are required to be listed.

The College reserves the right to interview candidates prior to the advertisement closing date. If you are successful in obtaining an interview you will be contacted by telephone. If your application is not successful, you will be notified by email.