LEARNING ENRICHMENT CENTRE ASSISTANT

Role Statement
The Learning Enrichment Centre Assistant is accountable to the Head of Learning Strategies for the provision of in class support for teaching staff and students contributing to the achievement of improved educational outcomes for students.

Essential Requirements
Personal Skills and Abilities
- Demonstrated ability to exercise initiative, prioritise workloads, solve problems and achieve outcomes within agreed timelines.
- Demonstrated ability to establish effective working relationships with adults, children and young people from a diversity of backgrounds.
- Oral and written communication skills which are effective in liaising with a wide range of people.
- Ability to use information and communication technology to manage assigned tasks.

Experience (including community experience)
- Experience in working effectively, independently and as part of a team.
- Successful experience in working with children/adolescents in a learning environment.

Knowledge
- Knowledge of strategies to support improved learning outcomes and the well-being of students and/or open to learning and implementing learning strategies as knowledge gained.

General Responsibilities
Main responsibilities include providing assistance to the Learning Enrichment Centre teachers in regard to the following:-

1. Reading Support Program, under the guidance of the Learning Enrichment Teacher.
   - Provide one-to-one instruction with individual students at the lower end of the reading spectrum.
   - Follow program steps and complete progress monitoring sheets thoroughly.
   - Monitor and stock monitoring charts in reading folders.
2. Support in the mainstream classroom by assisting students with special needs with general classroom activities.
3. Implementation of specific programs with individual students or small groups by following program steps and completing progress monitoring sheets.
4. Preparation of resources and teaching aids including photocopying, laminating and creating resources.
5. Communication with teachers, attending meetings, excursions and school functions as required.
6. Other duties as required by the Principal, Assistant Principals or Learning Enrichment Teacher.

Other professional responsibilities may include:
- Contributing to the care of all students in accordance with school discipline and other policies and assist in the general well being and safety of students by monitoring student behaviour and taking appropriate action, including reporting matters to the principal or teacher, as required.
- Contributing to a safe, healthy working environment through compliance with relevant OHS legislation.
- Undertaking Professional Development opportunities as required.
- Participating in a performance management process as part of ongoing professional development.