



<b>POSITION TITLE:</b>	<b>Integration Aide</b>
<b>DATED:</b>	<b>June 2017</b>
<b>REPORTS TO/Manager:</b>	<b>Head of Learning Support and Head of Junior School</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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### **POSITION PURPOSE**

The position of Integration Aide is to assist students receiving integration funding and unfunded students with learning disabilities. This specific role in the first instance is to be the Aide of a student currently in prep.

### **POSITION STATUS**

This is a contract part time position, available during school term time. The Full Time Equivalent (FTE) is approximately 0.74, or 28 hours per week.

The Integration Aide will be employed initially on a short term contract basis, commencing Tuesday 18 July and ending Tuesday 5 December 2017, as the position relates specifically to the needs of a selected student, and is available whilst the child is attending the school.

### **REPORTING RELATIONSHIPS**

The Integration Aide reports to the Head of Learning Support in the first instance and then to the Head of Junior School.

### **SPECIFICS TO THE ROLE**

The aide required will need to demonstrate the following:

- An adapting of the school/classroom expectations which provide flexibility and personalisation for the student's needs and strengths;
- Viewing his or her role as being aware and accepting of the students perspective, while ensuring fairness and consistency;
- Building genuine trust between themselves and the student;
- Being mature and intuitive enough to know how to "read" the student;
- Previous proven experience with a range of challenging behaviours;
- Knowing when to give a little more space or time or when to step up and encourage the best from the student. Notwithstanding that authority, firmness, following expectations and modelling and expecting appropriate behaviours in interactions with children and other adults will be part of the role;

- An understanding of the student's differences by being empathetic and patient;
- Working with the classroom teacher to help ascertain an appropriate standard of work for the student;
- To provide regular, articulate and honest feedback to parents to ensure a whole family approach;
- Willingness to listen to other professionals working with the student to gain insights and strategies that may help;
- Ability to divert, distract and provide alternative methods for the student to express anger, frustration and sadness.
- Any other task deemed appropriate for the role

## OTHER DUTIES & ESSENTIAL JOB FUNCTIONS

Duties	Performance indicators
Under supervision and direction from the class teacher, he/she will work collaboratively to assist the student in the classroom with classroom work as well as supervise the student during transition times from one class to another or from recess/lunch to inside the classroom.	Effective support of nominated student in a manner which is consistent with the standards of St Leonards College.
To make thorough notes on student needs and progress.	Note taking as required.
To assist with the maintenance of records of work and student progress and other relevant documentation.	Maintenance of records documenting student progress as directed.
To undertake Professional Learning in order to update knowledge, in relation to students diagnosed with specific learning disabilities.	Participation in relevant Professional Learning opportunities.
To maintain excellent interpersonal and communication skills so that delivery of service is maintained to a high standard.	Excellent interpersonal and communication skills are maintained.

## QUALIFICATIONS

The applicant should have appropriate qualifications and experience in assisting students with learning difficulties. An ability to relate to and enjoy working with primary aged school student is essential.

## **GENERAL RESPONSIBILITIES**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and an Employee Working with Children check before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards:
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

## **CHILD SAFETY AND PROTECTION RESPONSIBILITIES**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.