



**TITLE:** Learning Assistant (3 positions)

**REPORT TO:** Head of Student Support

**LIAISE WITH:** Teachers

**REVIEW:** Annual

**REVIEWER:** Head of Student Support & Head of Campus

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## **OUR STORY**

Wyndham Christian College is a campus of Heatherton Christian College. We are a select entry, faith-based school that will cater for 1,450 students from Prep to Year 12 by 2027. We opened in 2019 with 100 students from Prep to Grade 4. In 2020 we doubled in size and added Grade 5. We are adding a further 100 students in 2021 as we progress to Grade 6. Our plan is to expand one-year level at a time until we reach Year 12. Our expansive 30-acre property and multi-staged building program will enable us to cater for the growth of our dynamic student body. The College master plan is comprised of modern student classrooms, outdoor learning spaces, a discovery center, performing arts centre, indoor sporting stadium, science laboratories, food and information technology rooms, ovals, outdoor basketball courts, cricket nets, a canteen/cafeteria space and more. We are seeking flexible staff members who have vision, passion and a desire to pioneer new things.

## **VISION**

Growing in Christ, Striving for Excellence, Influencing the World.

## **PURPOSE**

The Christ-centered purpose of Wyndham Christian College is to partner with parents and the church in raising and discipling children, in a learning environment that develops character and inspires every student to excel in their unique gifts and talents, to realise their God intended potential.

## **MISSION**

Wyndham Christian College is a high quality, contemporary Christian school where we seek to honour God in all we do. It is our aim to teach students about the love of Jesus Christ. Students learn to care for others, for themselves and for God's creation. They seek to be people of integrity and a positive and Godly influence in the world around them. Wyndham Christian College is centred around the five Christian foundations found in Mark 12:28-38, our school is committed to providing opportunities for students to grow spiritually, academically, emotionally, socially and physically.



### **ROLE:**

Learning Assistants play an important role in the support of students with additional needs. They enhance the student learning experience and help students reach their full potential. Learning Assistants work under the direction of a teacher and predominantly work with students who have additional needs, this includes students with neurological and learning disorders, physical disabilities and behavioural disorders. Learning Assistants work with students from Prep to Grade 6, both inside and outside the classroom. They support students by implementing a range of teaching and learning strategies such as one-on-one or small group instruction, co-operative learning, scaffolding, modelling and worked examples. They may also be assigned to a specific student that requires one-to-one support in a variety of areas.

Learning Assistants collaborate with the class teacher to reinforce classroom teaching. They assist students with organisation, social competence, accessing activities and appropriate behavior. The Learning Assistant may also undertake supervision of the class to enable the teacher to spend time supporting students who have additional needs.

We have positions available Monday-Friday during school hours (9-3pm).

### **SELECTION CRITERIA:**

**SC1:** Knowledge of a variety of learning disabilities such as Autism, Dyslexia, ADHD and the ability to apply strategies to support learning and promote positive behaviour.

**SC2:** Ability to provide class supervision and apply specific behavioural management strategies to support the class teacher.

**SC3:** Demonstrated capacity to work cooperatively with a range of people including teachers, other learning assistants and a wide variety of students.

## A. General Duties

- Demonstrate strong Christian character and act as a positive role model for others.
- Support teachers in the delivery of educational programs for students with additional needs.
- Ensure that students have equal access to learning and participate safely in school activities.
- Support teachers in the modification of student programs.
- Work co-operatively with teachers, students and other Student Support staff.
- Actively participate in class activities; assisting, intervening and encouraging all students where appropriate.

## B. Specific Duties

- Under the supervision of the class teacher, assist students by:
  - reinforcing new concepts
  - using alternative methods of teaching
  - reading instructions
  - breaking instructions into smaller sections
  - note taking
  - providing explanations
  - using scaffolding and questioning techniques
  - assisting during tests
  - adapting work to make it more suitable
- Develop an understanding of individual student needs and modifications to assist learning.
- Be aware of student ILP documentation and specific learning goals.
- Provide feedback to the class teacher and the Head of Student Support about how the student is coping with activities, their behavior and any other observations.
- Reinforce the teacher's instructions and keep the student on task.
- Assist the student to develop appropriate social interactions with their peers.
- Prepare learning aids/worksheets and materials as requested by the teacher or Head of Student Support.
- Supervise students in the playground when rostered on.
- Provide active supervision of the class to enable the teacher to provide direct support for the student with additional needs.
- Maintain daily records of the support provided using the Learning Assistant Weekly Summary (LAWS) task sheet.

## C. Other tasks

- Attend staff meetings, student support meetings and reviews as required.
- Assist on occasions with school trips, extracurricular activities and camps.
- Check emails daily.
- Demonstrate initiative and flexibility.
- Display sensitivity, confidentiality and respect for privacy of the student/s.
- Assist with any other duty the Head of Campus deems appropriate to assign.



## How to Apply

To be considered for this position please include the following with your application:

- A resume.
- Contact details of 3 referees, one of which must include the pastor/minister from the church that you attend.
- Applications must be emailed to the Executive Principal, Head of Campus and the Head of Student Support and cc'd to the Head of Campus PA

Executive Principal – [Peter.Cliffe@hcc.vic.edu.au](mailto:Peter.Cliffe@hcc.vic.edu.au)

Head of Campus - [jennifer.trodden@wyndhamcc.vic.edu.au](mailto:jennifer.trodden@wyndhamcc.vic.edu.au)

Head of Student Support - [Victoria.Smith@wyndhamcc.vic.edu.au](mailto:Victoria.Smith@wyndhamcc.vic.edu.au)

Head of Campus PA - [rebecca.dadhwal@wyndhamcc.vic.edu.au](mailto:rebecca.dadhwal@wyndhamcc.vic.edu.au)

**Applications are due:** Monday 7 December, 4pm