



POSITION DESCRIPTION

| | |
|---------------------------|---|
| Title: | Special Needs Education Assistant |
| Reports to: | Senior School LEC Coordinator and Literacy Specialist |
| Internal Liaisons: | School Psychologists, Staff and Students |
| External Liaisons: | Parents |

Purpose

The purpose of this role is to provide support to identified student/s to ensure their needs are met with regard to educational and well-being requirements.

PLC Statement of Purpose

Presbyterian Ladies' College is a Uniting Church School committed to educational excellence that gives girls confidence to lead purposeful lives and make an active contribution towards the common good.

Service and Values

- All responsibilities and activities are to be carried out in accordance with PLC's ethos, values, and standards of behaviour as set down by the School and as amended from time to time.
- It is expected that individuals will demonstrate and promote service excellence and support the School in its objectives at all times.
- Participate in professional development activities conducted by PLC and/or external providers as required or directed.

Child Safety Commitment

All students who attend PLC have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at,



or is engaged by, PLC in child- connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Staff Obligation to Child Safety

All staff at PLC take an active role, and are well informed of their obligations in relation to the safety and wellbeing of children and young people at PLC. The PLC Child Safety Commitment and relevant policies have been developed in line with the National Principals for Child Safe Organisations. They are incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at PLC are required to sign a statement that they have read, understood and agree to abide by the PLC Child Safety Policy and the PLC Child Safety Staff Code of Conduct.

Key Duties and Responsibilities

Special Needs Support:

- Assist the classroom teacher in the implementation of documented plans and IEPs to support student(s) with disability to access the curriculum and achieve learning goals
- Assist student(s) with disability to participate in the teaching and learning programme in an inclusive manner.
- Support student(s) with disability to develop positive social relationships with their peers.
- Assist in the early identification of students who present with learning challenges.
- Support the Study Centre Supervisor as required and directed by the Senior School LEC Coordinator.
- Support students with disability in the LEC's before school Literacy Lounge programme as directed by the Senior School LEC Coordinator.
- Support in after school Homework Help as directed by the Senior School LEC Coordinator.
- Communicate regularly with the classroom teacher, Senior School LEC Coordinator and parents on progress made by student(s) with disability.



Classroom Support:

- Prepare, collect and distribute teaching materials as required by the classroom teacher.
- Work with individual students or small groups as required or directed by the classroom teacher and Senior School LEC Coordinator.
- Assist the classroom teacher in the delivery of the daily lesson.
- Assist the classroom teacher in the observation and recording of student(s) with disability for assessment purposes.
- Assist in the documenting of support provided in class for the NCCD.

Health and Safety

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students.
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and handbooks, as updated from time to time.
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
- When required or directed by PLC, participate in any health and safety training.

Knowledge, Skills, Experience and Attributes (all essential unless stated otherwise)

- Certificate IV of special needs (or equivalent)
- Current Working with Children Check and Police Clearance **mandatory**
- Demonstrates a respect for and acceptance of difference in students, parents and staff
- Experience in delivering evidenced based literacy programmes to students with disability
- Well-developed interpersonal and communication skills
- Ability to work as a team member.
- Committed to striving for continuous improvement and achieving exceptional outcomes.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.
- Demonstrates a passion and commitment to the vision and values of PLC



PLC PERTH
PRESBYTERIAN LADIES' COLLEGE

Desirable

- Sounds Write training
- MacqLit training
- ASDAN training
- Writing Matters
- Willingness to engage in relevant training for the position as required