

## Job Description - Learning Assistant

### Job Purpose

The Learning Assistant serves the School supporting the implementation of its vision for Christian Education by assisting teachers and specialist teachers in class.

Line management will be provided by the homeroom teacher / Chinese Studies / Mandarin teacher in the case of Learning Assistants / Learning Assistants - Mandarin or Learning Support Co-ordinator (LSCo) / Learning Support Teacher (LST) in the case of Learning Assistants - Learning Support.

Performance Management will be provided by a member of the leadership team and functions through regular meetings, the annual Performance Management cycle and Learning Assistant meetings.

The term Learning Assistant is generic. Within this definition, the titles of this position include:

1. Learning Assistant provides general classroom support to the homeroom teachers and subject/specialist teachers when delivering the curriculum to students.
2. Learning Assistant – Mandarin provides general classroom support to the Chinese Studies / Mandarin teachers when delivering the curriculum to students.
3. Learning Assistant – Learning Support operates particularly in support of LSCo / LSTs in working with children with particular needs when delivering the curriculum to students. Learning Assistants – Learning Support provides support to students who participate in the Learning Support Services Programme.

### Responsible To

The position holder reports to the Class Teacher (or delegate) who reports directly to the Principal of the School.

### Key Duties

#### Classroom and Support:

- To provide general instructional support to students in the lesson so that daily lesson objectives are reached in the classroom.
- To provide assistance to help students to reinforce targeted lesson skills on a one-to-one basis or in small or large groups of students.
- To work under the direction of homeroom teachers or Chinese Studies / Mandarin teachers or subject / special teachers or LSCo / LST and be available to provide targeted support to students.
- To assist homeroom or Chinese Studies / Mandarin or subject / special teachers or LSCo / LST in the preparation of resources and the classroom.
- To provide assessment information on children's achievements in tasks they have been supporting with.
- To provide clerical support to the homeroom teachers or Chinese Studies / Mandarin teachers or subject / special teachers or LSCo / LST.
- To assist Chinese Studies / Mandarin teachers in implementing strategies and activities to support and maximize each student's ability to learn Mandarin.

- To help homeroom teachers or Chinese Studies / Mandarin teachers or subject / special teachers or LSCo / LST with various duties of classroom management such as supervising students during class time.
- To take on ad hoc tasks as directed by the Principal.

### **Community:**

- To be a positive representative in the community that encourages them to support the Vision and Mission of the school.

### **Administration:**

- To ensure that classroom administrative duties are carried out promptly and thoroughly such as distribution of letters and information to parents, collection and processing of moneys and forms, submission of internal forms.
- To provide ad-hoc administration support to the school office if required.

### **Risk Management:**

- To monitor students and the environment for safety and security. Identifying areas of risk and working with the Principal and other staff to improve safety and security for all people and property.

### **Other:**

- To perform other ad hoc duties as required.