



## Guildford Grammar School

### POSITION DESCRIPTION

<b>Position Title:</b>	Inclusive Education Assistant
<b>Date established:</b>	October 2024
<b>Reports to:</b>	Director of Inclusive Education K-12

#### POSITION OVERVIEW

The Inclusive Education Assistant will be directed by the Director of Inclusive Education and Classroom teacher(s). The incumbent will support and assist teachers through the provision of planned and coordinated programs tailored for the physical, intellectual, social, emotional and spiritual development of students with diverse learning needs. The School has a very strong team ethos, with all staff sharing in the development of courses and strategies. The position will appeal to an individual who has a strong desire to assist students in achieving individual excellence.

#### REQUIRED COMPETENCIES AND SKILLS

##### Education and training

- Hold a certificate III or IV in Education Support (or equivalent).
- Previous experience supporting students with diverse learning needs.

##### Administration

- Have strong organisational and time management skills with an ability to manage and prioritise a number of concurrent tasks.
- Be willing to take part in the School's performance appraisal process.

- Demonstrate outstanding communication skills by establishing a rapport with all levels of the organisation.
- Demonstrate a comprehensive understanding of inclusive education practices.

### **Personal Attributes & Values**

- Demonstrate a commitment to the Purpose and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Demonstrate a respect for and acceptance of difference in children, parents and staff.
- Show creativity, innovative skills and initiative to implement programs and differentiate as needed to meet the needs of all children.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child well-being.
- Possess a strong work ethic, striving for continuous improvement and the achievement of high standards.
- Be responsible and held accountable for continuing compliance with our Child Safe and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the policy at all times. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

### **KEY RESPONSIBILITIES AND TASKS**

These include, but are not limited to:

#### **Classroom support**

- Assisting students achieve set outcomes and observing and recording their progress and level of achievement.
- Provide support that supplements that of the teacher.

- Work with the class teacher to develop and implement particular goals from Documented Plans.
- Work with the classroom teacher to modify and/or differentiate content, process, product and environment.
- Work with the Inclusive Education team to deliver individual programs as appropriate.
- Assisting with observing and recording student activities and skills or specific behaviours.
- Identify risks and implement strategies to maintain a safe classroom/learning environment and minimise risks.
- Provide inclusive support to all students within the classroom.

### **Communication**

- Communicate with teachers in regard to individual student progress.
- Maintain appropriate communication with the teaching team.
- Give routine information to parents where directed by the Teacher.
- Maintain records of student progress and support strategies.

### **Behavioural Support and Modelling**

- Supporting students by listening, encouraging, redirecting, explaining, reinforcing, practising skills, concepts and instructions.
- Use planned ignoring, redirection and distraction with positive reinforcement strategies to strengthen positive student behaviour.
- Modelling particular techniques and maintaining student attention to tasks.
- Implement positive behaviour support plan strategies.

### **Resource and Services / Management**

- Maintaining, setting up and storing specialised equipment.

- Preparation, organisation, distribution, collection, maintenance and storage of resources, equipment, materials and activities.
- Adapting, and modifying the classroom environment, resources and activities for specific individual students.
- Implement programs as agreed with outside agencies, e.g. physiotherapy, occupational therapy, speech therapy etc.
- Design, create, modify and update resources as required.
- Identify new resources to make or buy to meet a particular student's needs.

### **Skill Development**

- Assisting in the delivery of special programs such as MiniLit, MacqLit, numeracy interventions, social skills, protective behaviours and behaviour support.
- Help students develop greater independence in self-management through direct teaching of skills.
- Scaffolding tasks to facilitate greater independence and success.

### **Whole of School Life**

- Participate in school and school community activities such as Chapel, sports days, swimming carnivals, assemblies, camps, excursions and incursions.
- Assist with the care, monitoring and supervision of students in outdoor activities such as excursions, camps and sport.
- Attendance at camps including overnight stays may be required.
- Build an understanding of disability and the need for inclusive education strategies in the whole school community.
- Assist students during arrivals, departures and transitions at school including vehicular access, entry and exit, where appropriate.
- Assist the teacher with the general care and well-being of students.

- Assist the teacher in meeting the health requirements of students' disabilities if applicable.

#### **Non-direct student contact**

- Assist with clerical duties such as filing, word processing, ordering, data entry, photocopying, preparing teacher-selected materials as needed.

**This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.**