



Duty Statement

Position title:	Relief Secondary Learning Enhancement Education Assistant
Effective date:	Ongoing
Position status:	Casual
Days of work:	to be negotiated with the Head of Learning Diversity K-12
Hours of work:	8.15am – 3.15pm
Weeks worked:	to be negotiated with the Head of Learning Diversity K-12
Award:	Educational Services (Schools) General Staff Award 2020
Agreement:	Lake Joondalup Baptist College Inc. Education Assistants Enterprise Agreement 2018
Reports to:	Head of Learning Diversity K - 12

About the Position:

The primary responsibility of the Secondary Learning Enhancement Assistant is to fully support teachers in the implementation of learning programs for secondary students or students with identified special needs within an inclusive environment. The successful applicant will have the desire and ability to build and nurture school/family partnerships and support the community of LJBC and have the qualifications and personal qualities needed to inspire and assist students effectively and competently as part of a collaborative team.

Duties and Responsibilities:

Duties related to the position include, but are not limited to the following:

1. Duties

- Provide hands-on student learning development and social/emotional support to secondary students with disabilities or imputed disabilities. This includes working with students either in a one on one, small group or whole classroom situation.
- Assist with the development of support materials for individual students.
- Gather diagnostic information on students with learning support needs, record student observations and liaise with teachers of the students being supported to monitor student progress and coursework completion.
- Assist with record keeping and archiving of student and Learning Enhancement Centre records using correct procedure.
- Assist with general administration.
- Undertake professional development courses and attend professional development meetings as required.
- Attend and undertake duties related to whole College events.
- Other duties as requested by the Principal/Head of Department.

Professional Review:

The Duty Statement description as outlined above is intended as a framework for the position and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Qualities and Skills

- Strong interpersonal skills and a demonstrated ability to successfully communicate with a range of people.
- Demonstrated high level of organisational ability and initiative including experience in work planning and prioritising to meet deadlines.
- Ability to maintain confidentiality about all matters at all times.
- Good level of computing skills including TEAMs, word processing, spreadsheets, internet and email. Willingness to learn presentation and communication websites such as Canva.
- Willingness to learn about the use of assistive technologies to enhance student learning.
- A practicing Christian, and a written reference from your pastor/minister is desirable.

Qualifications / Requirements

- Certificate IV in Education Support/Special Needs
- Have knowledge and experience of how to work with students with Autism, ADHD and Development Language Disorders, or a willingness to learn
- Working with Children Check (mandatory) or proof of application prior to commencement.
- Nationally Coordinated Criminal History Check through Department of Education Western Australia less than six months old (mandatory) or proof of application prior to commencement.
- Right to work in Australia.

Essential Selection Criteria

1. A committed Christian and an active member of a church.
2. Demonstrated ability to maintain confidentiality and discretion at all times.
3. Excellent interpersonal and communication skills.

Commencement date

As Required

How to apply and additional information

Please visit the Employment section on the College website <http://www.ljbc.wa.edu.au/Employment.html> and read through the following information before submitting your application.

- ✓ Staff Code of Conduct Policy
- ✓ Support Staff Information Package
- ✓ Statement of Faith
- ✓ Employment Collection Notice
- ✓ Employment Application Form – to be completed

Please ensure that you have included the following documentation in your application as outlined below:

1. Employment Application Form
2. Covering letter
3. Response to the Essential Selection Criteria
4. Resume
5. Contact details of two professional referees
6. Copy of qualifications where applicable
7. Nationally Coordinated Criminal History Check through Department of Education (Western Australia) less than six months old, or undertaking to apply prior to commencement

8. Working with Children Check, or undertaking to apply prior to commencement
9. A written reference from your Pastor/Minister is desirable

Please submit your application by email and in **PDF Format** to:

Email address: HR@ljbc.wa.edu.au

All applicants will receive a return email confirming that their application has been received by the College. If you have not received this email within two days of sending your application, please contact the Human Resources Officer on 9300 7444.

Please note that only applicants who are shortlisted for interview will be contacted.