

POSITION DESCRIPTION

POSITION: Employees Assisting Student Learning **STATUS:** Term Time
REPORTS TO: The School Principal **DATE:**
CLASSIFICATION: SO Level 2 **SCHOOL/COLLEGE:** St Brendan's
EMPLOYEE NAME:

Purpose of Position:

Under direct supervision of the Principal or nominee provide support services to classroom teachers with student learning either individually or in groups

Key Characteristics:

Skills: Demonstrate tolerance, maturity, patience and a capacity for self organisation and the ability to respond and adapt whilst operating in an environment which is often demanding and busy
Facilitate effective communication with staff, students, parents and visitors in a way that enhances the school image and contributes to the goals of Catholic Education
Demonstrate a capacity for tact and discretion and an ability to maintain confidentiality
Apply knowledge & skills to a range of tasks & roles
Will involve limited discretion and judgement about possible actions
Choice of actions required is clear and within a defined range of contexts
There is limited complexity of choice
Work within well established routines, methods and procedures

Supervision: Work will be carried out under direct and/or regular supervision and will be intermittently checked
General guidance will be provided where working in teams is involved
May involve detailed instructions in some situations

Supervision of Others:

There are no supervisory responsibilities
An experienced employee may assist others by providing peer support in the completion of routine tasks

Qualifications: Junior Certificate is the minimum formal requirement

Typical Duties:

Typical duties performed include, but are not limited to:

- Practice confidentiality in relation to all aspects of the role
- Assist student learning, either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved
- Perform within well established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting etc
- Under the direct supervision of a higher level officer or a member of the academic staff and within well established routines
 - Prepare and clean away materials for use/display in classrooms
 - Produce printed material including collating, stapling, binding, folding, cutting etc
 - Perform tasks of limited complexity associated with classroom learning e.g. preparing, implementing and supervising learning programs
 - Support students in relation to their physical needs
 - Other ad hoc duties as may be required

Specific Duties:

- Assist with evaluating and assessing the learning needs of students while under the direction and / or supervision of the classroom teacher.
- Attend meetings by invitation, involving parents, teachers and / or specialists where appropriate to discuss student progress and needs
- Work with students according to the directions / lesson plans given by the class teacher
- Provide physical assistance to students where necessary and appropriate.
- Provide support to students with social / emotional needs in the form of supervising a student when time-out from the classroom for a short period is needed; developing a close rapport with students to be a contact person if needed.
- Adhere to individual classroom rules, expectations, incentive schemes and behaviour management plans as informed by the classroom teacher.
- Assist with in-class support programmes as directed by the classroom teacher
- Report regularly to the classroom teacher on student progress
- Maintain confidentiality with regard to student information and discuss same in an appropriate setting with relevant school personnel only.
- Participate in daytime school carnivals as directed by an academic staff member.
- Maintain confidentiality regarding student information and redirect all parental enquiries concerning student progress to the classroom teacher.
- Assist with group work in Literacy block time if appropriate for the year level and as directed by the classroom teacher.
- Keep personal records of student work sessions
- Assist teaching staff in the supervision of students with all concerns / problems referred to teaching staff for resolution as required.

I acknowledge that I have sighted and been provided a copy of this Position Description.

Employee Name (Please Print)

Signature

Date