Position Description

Position: Additional Assistant (Learning Support)

Position Allocation: 1x Full Time Primary and Middle Years

Reports to: Section Team Leader

Background
Cornish College opened in 2012 as the Uniting Church’s newest coeducational school. Located on 42 hectares of parkland next to the National Water Sports Centre adjacent to the suburbs of Patterson Lakes and Chelsea, the school offers programs from ELC to Year 12. Cornish College will grow to a double stream in all primary year levels in 2017 and triple stream in all secondary classes in the coming years. Currently there are 615 students from ELC to Year 12. The College offers an ELC program which is influenced by the work done in the Italian city of Reggio Emilia and runs the International Baccalaureate Primary Years Programme from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept driven inquiry-based program in the secondary area.

The College has a holistic approach to the educational program which centres around a unique model of teaching and learning based upon the notion of educating for a sustainable future. With a strong emphasis on respecting the multiple intelligences, the College strives to see all young people thriving in the areas in which they have a special aptitude. In line with this thinking the College offers vibrant programs across the curriculum including Visual and Performing Arts, Sport and student leadership.

The Position
A vacancy exists for a full time Additional Assistant contract basis for the duration of the 2016 academic year during school term time. This includes staff non-teaching days each term.

Additional Assistants report to the Learning Support Teachers in the first instance, and then to the Section Team Leader depending on the situation.

Duties and Responsibilities

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<tr>
<th>Duties</th>
<th>Performance indicators</th>
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<tr>
<td>Under supervision and direction from the class teacher, and/or the Learning Support Coordinator, the Assistant will demonstrate a collaborative work ethic. They will assist students in class work using established principles, practices and procedures.</td>
<td>Effective support of nominated students in a manner which is consistent with the standards of Cornish College.</td>
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<td>To implement literacy or numeracy programs under supervision from Coordinator of Learning Support, if required.</td>
<td>Appropriate implementation of literacy programs.</td>
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<td>To attend Professional Learning for further development and to build knowledge and skills.</td>
<td>Participation in relevant Professional Learning sessions.</td>
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<td>To document and maintain records of work on student progress as directed by the Coordinator of Learning Support.</td>
<td>Maintenance of records documenting student progress as directed.</td>
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<td>To inform nominated parents of specific requirements for excursions, sporting events and changes to time tables and some meetings as agreed upon by class teacher.</td>
<td>Effective communication via email, telephone or written notes to inform nominated parents of specific requirements or changes as agreed upon by class teacher.</td>
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<td>To attend regular Support Services meetings if scheduled.</td>
<td>Attendance as noted in minutes of Additional Assistant meetings.</td>
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<td>To attend Parent Support Group (PSG) meetings on a regular basis. Role may include note taking in meetings and reporting on student progress.</td>
<td>Attendance at PSG meetings and note taking as required.</td>
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<td>To assist with the development, implementation and review of Individual Learning Plans of nominated students.</td>
<td>Participation in ILP development and implementation as directed.</td>
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General responsibilities
Applicants should note:
- Cornish College staff are expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the College that staff will work collaboratively to share responsibilities as evenly as possible.
- The College is committed to an active partnership with parents and that parent expertise is used to enhance the educational program wherever possible.
- All staff are expected to attend weekly staff meetings and other meetings for staff as arranged.
- There is also an expectation that all members of staff will attend the major school functions of the year.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

The Person
This position will appeal to people who have an interest and experience working with children in Primary and Middle Years. The successful applicant needs to:
- Be an energetic and enjoy working as part of a small team and who enjoys dealing with children
- be efficient and well organised
- demonstrate initiative
- have the flexibility to deal with the unexpected
- be warm and friendly and have excellent interpersonal skills
- maintain confidentiality
- dress and conduct themselves in a professional manner at all times
- have a positive outlook on life

Qualifications
Applicants should have appropriate qualifications and experience in assisting students with learning difficulties. They would also have a demonstrated commitment to working with young children.

Current First Aid Certificate or a willingness to undertake an appropriate first aid course would be an advantage.

All general support staff at Cornish College must hold a current Working with Children’s Check for Employment purposes and will be required to obtain a current Police Check.

Applications
Applications should include:
- a brief cover letter to the Principal, Ms Vicki Steer
- a current resume, including the name and contact numbers of three professional referees, two of whom must be able to comment on the applicant’s professional work (or training) during the last five years
- any supporting documents that address the above criteria

Emailed applications need to be submitted as one combined PDF file.

The successful applicant will be required to produce original copies (from which a photocopy will be made) of Working with Children’s Check and transcripts of academic qualifications claimed.

Applications should be submitted by 9.00am on Friday 18 March 2016 to:

Mrs Willeka Cox
Human Resources Manager
Cornish College
65 Riverend Road
Bangholme VIC 3175

Email: employment@cornishcollege.vic.edu.au