ROLE DESCRIPTION:
Learning Enrichment Assistant

PURPOSE OF POSITION
To provide effective support for students with diverse needs across the Primary and Secondary school.

ORGANISATIONAL RELATIONSHIPS
This role reports to the Head of Learning Enrichment and is part of the Learning Enrichment Team. This role requires daily contact with students, teachers and at times, Boarding School staff. There are no direct reports to the Learning Support Assistant (Full Time) position.

KNOWLEDGE, SKILLS, EXPERIENCE AND PERSONAL CHARACTERISTICS
- Warm and welcoming manner as a key point of contact for students with diverse needs in the day school
- Qualifications and/or experience in working with students with diverse needs
- Understanding of particular living skills needed for students with diverse needs
- Ability to communicate well with staff and students
- Ability to work in a team as well as self-motivated
- Effective ICT skills

KEY RESPONSIBILITIES
- Provision of learning support to individual and small groups of students with diverse learning needs
- Provision of homework support within the school in collaboration with teachers
- Provision of support in practical activities and excursions
- Administrative tasks association with learning and special needs support
- Integration of ICT into learning activities suitable for students with diverse needs

ALL EMPLOYEES
- Promotion of a positive safety culture in the school and compliance with the school’s WHS policy, safe work procedures, instructions and rules, particularly in the correct use of equipment
- All employees at Loreto Normanhurst are expected to actively support the Catholic ethos of the school. This includes a commitment to the school’s mission statement and Loreto values.

November 2015