

# Learning Intervention Assistant



LORETO  
COLLEGE

[www.loreto.sa.edu.au](http://www.loreto.sa.edu.au)

<b>Position</b>	<b>Learning Intervention Assistant</b>
<b>Terms</b>	2 positions available  <ol style="list-style-type: none"> <li>1. Permanent – 37.5 hours per week</li> <li>2. Permanent – 15.0 hours per week</li> </ol> 39 weeks per year
<b>Commencement Date</b>	24 January 2022
<b>Classification</b>	Education Support Officer Curriculum Stream Grade 3 Year 1
<b>Responsible to:</b>	Leader of Learning Intervention

## **Loreto Mission**

The Mission Statement for Loreto Schools of Australia states:

*A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.*

*It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.*

*This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.*

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

## Position Overview

The Learning Intervention Assistant's primary responsibility is to work with the Learning Intervention staff in delivering learning support which provides a learning environment that enables each girl to achieve her potential. Loreto's educational philosophy is centred upon a commitment to the development of each individual student, so that she may be someone who realises her potential academically, socially, emotionally and spiritually.

The Learning Intervention Assistant works under the direct supervision of the Leader of Learning Intervention R-12. The specific areas of responsibility are outlined under the responsibilities of the role.

Key Accountabilities	Responsibilities and Expectations
<p><b>Working effectively</b></p>	<ul style="list-style-type: none"> <li>• support learning intervention programs (both small group and individual) through student withdrawal or in-class support;</li> <li>• support students where English is an additional language;</li> <li>• provide support in implementing programs to address the special learning difficulties of individual students in literacy and numeracy;</li> <li>• strive to establish positive, supportive relationships which empower students to access literacy and numeracy support and establish ongoing communication with their parents;</li> <li>• help students develop self-concepts within their program of literacy/numeracy support;</li> <li>• be responsive to the differing learning styles of students who require literacy/numeracy support;</li> <li>• support the development of learning activities that are effective and interesting to students who require literacy/numeracy support;</li> <li>• support teachers with students in their classes who receive literacy/numeracy support;</li> <li>• have a thorough knowledge of subject matters to enable the course objectives to be taught;</li> <li>• promote a trusting and caring approach within the classroom;</li> <li>• maintain an interest in the welfare of students and promote the wellbeing of students;</li> <li>• attend student review meetings, when required;</li> <li>• engage in reflective reviews with your Line Manager;</li> <li>• demonstrate commitment to your own ongoing professional learning;</li> <li>•</li> </ul>

**Mission and Ethos**

- know, accept, embody, and develop the Loreto mission and values;
- have a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;
- fully support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;
- role model Christian values in all dealings with students, staff and parents;
- attend relevant school functions;
- maintain confidentiality at all times and demonstrate high professional standards within the College and community;
- provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;
- support and uphold the College's policies and procedures and the Child Safety Code of Conduct;
- undertake tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Staff Acceptable Use of Technology Policy;

## Person Specification

### Knowledge and Skills Required

- Demonstrated ability to prioritise workload and to meet deadlines with competing priorities
- Demonstrated ability to deal with a range of situations in a kind and sensitive manner, including the ability to respond to staff and student needs

### Personal Qualities

- Superior interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment

### Essential Qualifications

- Formal qualifications equivalent to Certificate IV in Education Support or relevant qualification
- Proficient in Microsoft suite of software

## Work Health and Safety

### Teachers (including PORs), Non-teaching positions – WORKERS

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must –

- take reasonable care for yourself and others in the workplace
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

*Reference: Division 4, Section 27 and 28 WHS Act 2012*

## Annual Review

An Annual Review discussion is undertaken annually with your line manager to provide feedback for development and growth.

### APPROVAL

#### Job Description Approved

.....  
Print Name

.....  
Signature Principal or Delegate

.....  
Date

.....  
Print Name

.....  
Signature Staff Member

.....  
Date

August 2021

## Applications

Applications for the position of permanent Learning Intervention Assistant should be addressed to:

Dr Nicole Archard  
PRINCIPAL  
Loreto College  
316 Portrush Road  
MARRYATVILLE SA 5068

## Terms and Conditions

- Formal qualifications equivalent to Certificate IV in Education Support or relevant qualification.
- All applicants will be required to undergo a Working with Children check and undertake mandatory notification training and Basic Casualty Care. Please attach any relevant certificates to your application.

## Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

## Closing Date:

**Applications close at 9.00 am Monday, 30 August 2021**