

Role

The primary role of the Integration Aide is to directly support the integration of specified student(s) with disabilities and/or impairments in the classroom by assisting the classroom teacher in the overall integration process.

Key Responsibilities

- Consult with the Learning Support Coordinator and classroom teacher regarding the learning needs of student(s).
- Under supervision and instruction from the class teacher, work directly with student(s) in the classroom to assist in class work.
- Whilst the preparation of individual learning plans is a teacher responsibility, the Integration Aide will contribute to the development and monitoring of these plan.
- Attend Parent Support Group (PSG) meetings as required. This may include reporting on student needs and progress.
- Participate in relevant Professional Learning that relates to student(s) specific learning disabilities.
- Maintain records as determined by the Learning Support Coordinator.
- Provide thorough and timely reports, data and information as requested.

Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures
- Demonstrated support of nominated student(s) to improve overall integration in the classroom and learning outcomes.
- Effective, positive and cohesive working relationships with Learning Support Team, all other members of the School Community and relevant external bodies
- Agreed initiatives implemented effectively and key performance targets achieved
- Timely provision of advice, support and reports to the Learning Support Coordinator
- Prompt, accurate and professional response to staff, student, parent and external bodies

Working Relationships

The Integration Aide:

- Reports directly to the Learning Support Coordinator.
- Provides support and advice to classroom teachers as required.
- Liaises with external agencies and providers as required.

Qualifications

It is expected that the Integration Aide will hold at minimum Certificate III Education Support qualification from a recognised education institution.

The Integration Aide must hold a current Working with Children Check.

Experience and Skills

- Strong Numeracy and Literacy skills
- Demonstrates patience, respect, and understanding for students
- Demonstrates a sense of professional responsibility
- Excellent oral and written communication skills
- Ability to perform duties in full compliance with legal obligations and school policy
- Ability to apply concepts such as basic arithmetic calculations, fractions, percentages, ratios, and proportions to practical situations that are directly related to the duties of this position
- Ability to solve practical problems and deal with a variety of concrete variables in situations
- Ability to interpret a variety of presentation in written, oral, diagram, or schedule form
- The ability to work both individually and in a team environment
- The ability to work in a positive way with student/s who have social/emotional issues that may present in inappropriate behaviour/s within and out of the classroom
- A preparedness to be involved in professional development with a focus on Integration
- The ability to assist students with learning needs with a focus on inclusive classroom practices
- Awareness of, and ability to use a range of student aids
- Displays effective multi-tasking and time management skills
- Good knowledge of the Internet and web-related technologies
- Ability to prioritise curriculum goals to improve student performance
- Ability to carry complex tasks through to completion

Personal Characteristics

- Presents a professional, positive, warm, calm and welcoming persona.
- Demonstrates high levels of confidentiality.
- Demonstrates a respect for and acceptance of difference in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated to contribute.
- Possesses a strong work ethic.
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail.
- Operates effectively in a collaborative team environment; establishes a rapport and builds strong relationships.
- Is flexible and has an ability to adapt and operate effectively in an engaging and evolving environment.
- Shows a strong commitment to deliver exceptional service.

Meetings

- Learning Support Team
- Staff Meetings and Professional Learning Meetings (when applicable)
- Parent Support Group meetings (as required)
- Other committees, the foci of which pertains to the role of the Integration Aide

Child Safe Statement

Kilvington Grammar School is committed to providing a child safe environment. We want our students to be safe, happy and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from a culturally and/or linguistically diverse background and students with a disability.

All staff at Kilvington Grammar School are required to complete the School's Child Safety and Protection training program. The staff intranet contains copies of the School's Child Safety and Protection Policy, Mandatory and Non-Mandatory Reporting Procedures and the Child Safety Code of Conduct, which all staff are required to read.

Additional Information

This is a part-time position (0.5 FTE).

The Integration Aide will be employed on a one year contract basis. This position relates specifically to the needs of selected students and is offered while those children are attending Kilvington Grammar School.

The position operates during school term time only. The working hours for this position are based on a 38 hour full time working week and will comprise face to face contact hours approximately 10% administration and preparation time.