

Position Description

Classroom Individual Education Program Assistant – Warragul Campus

Position Title:	IEP Assistant
Reports to:	Head of IEP
Time Fraction:	Part-time or Full-time

The following Position Description is intended to give prospective applicants an overview of the intended position only. It is not intended to be an exhaustive summary of tasks and duties. It is expected that specific tasks and functions will change from time to time in line with School's operational structures and programs.

General

Students identified as having learning difficulties or disabilities are assisted in class or are withdrawn from class to receive other 1-1 or small group support with their subject content as well as targeted programs.

Key Skills

The following skills would be a distinct advantage:

- Motivation to work closely with individual students under the supervision of class teachers and/or the Head of IEP.
- Experience in working in similar environments.
- Personal qualities of patience, flexibility and excellent interpersonal skills.
- A background in Education is advantageous.

Qualifications

- Teacher's Assistant/Integration Aide Certificate

Key Area of Responsibility

All IEP staff at St Paul's Anglican Grammar School are required to:

- Provide an environment conducive to students' learning styles and requirements which may involve supporting teachers in the modification of assessment tasks and application of educational programs to ensure successful learning outcomes.
- Exploring and tailoring resources to enhance student learning.
- Researching different learning difficulties and disabilities and their impact on student progress and general well-being.
- On a day to day basis IEP staff members are responsible to the Head of the Individualised Education Program.
- Participate in the pastoral care of the students in their care on a day to day basis (in co-operation with the classroom teacher), paying attention to their spiritual, cultural, academic and social development.
- Monitor student progress in relation to ability and feedback any relevant information to the classroom teacher.
- Give explicit instruction and reinforcement in literacy, numeracy and study skills to facilitate student progress under the guidance of the classroom teacher.

- Utilise appropriate technology and other assistive aids to increase student motivation and success in learning.
- Promoting positive self-esteem and behaviours.
- Assist teachers to implement appropriate teaching strategies to facilitate student learning.
- Report regularly on student progress to staff and the Head of IEP.
- Participate, as required, in the development of policies.

Hours of Work

Monday to Friday 8:30am to 4:30pm.

Conditions of employment are set out in the St Paul's School Agreement 2023 - 2027 (or as replaced by a future agreement).

Child Safety Statement

St Paul's is a child safe employer and is committed to the welfare of children and their protection. The School has systems to protect children from abuse, and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. St Paul's performs thorough assessments of potential and existing employees in accordance with this policy. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person to be trusted to work in a school environment and in the position applied for or held. The screening process includes, but is not limited to, Criminal Records Checks, Working with Children Checks and checks of social media accounts.

St Paul's has zero tolerance of racism and it is an expectation that staff and volunteers will act on incidents of racism. It is also an expectation of the School that all staff and volunteers will support children to express their culture and enjoy their cultural rights.

St Paul's is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Information for Applicants

St Paul's Anglican Grammar School is a multi-campus Independent School with campuses located in Warragul and Traralgon in West Gippsland.

The Warragul campus is approximately 100kms from Melbourne and the Traralgon Campus 175kms.

The School has approximately 1400 students and 240 staff across both locations.

The AITSL National Professional Standards for Teachers serve as a guide for our expectations for our School Leaders and teachers. Staff are expected to demonstrate strong ICT skills in teaching, communication and administration.

Staff at St Paul's Anglican Grammar School are expected to support the Anglican ethos of the School and be actively involved in school life including co- curricular activities.

St Paul's has an Enterprise Bargaining Agreement which includes conditions of employment for teaching and non-teaching staff.

Detailed information about St Paul's can be found on other parts of our website.

Applications

Applicants should submit **via email**, their application for this role to hr@stpaulsags.vic.edu.au , including:

- Cover letter
- Resume
- Professional referees who can speak to your experience and suitability for this position

Thank you for your interest in employment at St Paul's Anglican Grammar School.