

## **Position Description**

### **Education Support/Learning Assistant (Full Time)**

*Berengarra School takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its strategies, policies, procedures and practices meet all Child Safety Standards as specified in Ministerial Order 1359.*

#### **About Berengarra School**

Berengarra School is an independent, not-for-profit, co-educational secondary school for students who have had significant difficulties in mainstream education settings. All students who attend Berengarra School have social and/or emotional disability, which have contributed to their difficulties remaining engaged in education. Berengarra School creates a safe, inclusive, and empowering learning environment for young people offering innovative programs to engage young people and meet their individual needs in a stimulating, non-judgmental learning environment delivered by specialist staff.

Berengarra School's values of Hope, Belonging, Nurturing and Success are at the core of everything we do. The Berengarra BELONG Model informs our practice by facilitating a shared sense of purpose and responsibility, it emphasises relational safety, breaks down traditional barriers to education, supports inclusive learning, and treats each student as a unique individual. This approach gives every young person the confidence and independence to navigate their journey through school and beyond.

Berengarra School consists of the Box Hill Campus with 50 Year 7-10 students studying the Victorian Curriculum and the Chadstone Campus with 30 Year 11-12 students where the Victorian Pathways certificate (VPC) and VCE Vocational Major (VM) is delivered.

#### **Child Safety**

Berengarra School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Berengarra School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives. Particular attention will be paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Berengarra School has a responsibility to understand the important and specific role they play

individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

## **The Role**

The Education Support/Learning Assistant works as part of a teaching team which identifies and meets the individual needs of students. This role assists teaching staff in creating and maintaining a safe, stimulating, and supportive learning environment. This role will primarily be based at the Box Hill Campus, but duties at other campuses may be required.

### **Daily responsibilities will include:**

- Work cooperatively under the direction of teaching staff to support effective student engagement in learning in groups and 1:1 with students
- Assist in the preparation of lessons, resources and equipment under the direction of teaching staff
- Utilise creative, trauma-aware strategies to engage students in learning who have social/emotional disabilities, learning disabilities and challenging behaviours
- Assist with excursions and off-site activities as directed including effective supervision of students including driving a school bus when required
- Manage student behaviour under the direction of teaching staff and in accordance with school policies, procedures and practices
- Assist casual relief teachers with the routine of the classroom, disciplinary procedures, location of curriculum materials etc.
- Assist teaching staff with the supervision and engagement of students during recess and lunch breaks as directed
- Maintain a calm, respectful and positive communication style with students, parents and other staff
- Be open to learning about and developing skills in working with students who present with a variety of needs including attending internal and external professional development when required
- Displaying students' work, posters, photographs etc. and contributing to making learning spaces attractive and engaging
- Assist with keeping resource materials in order in classrooms and specialist areas
- Ensuring that learning spaces are clean, tidy and ready for activities
- When not required for classroom duties undertake work that aids the running of the school as directed
- Oversee the delivery of student lunch and breakfast programs which may include planning, shopping, food preparation and clean-up on a daily basis.
- Participate in daily staff briefings and debriefings to ensure the efficient running of the school and that student needs are being met
- Participation at weekly staff meetings and curriculum meetings as directed
- Other duties as directed

This position description is an overview of the duties and responsibilities of the role and does not represent the entirety of this position. The school reserves the right to vary this position description to meet the changing needs of the school.

### **Key Selection Criteria**

- Highly developed communication skills
- Demonstrated capacity to think and work creatively to engage students in learning
- Enthusiasm and a strong energy base for working with challenging adolescents
- Demonstrated capacity to work autonomously and as part of a team
- An open, accepting, caring and non-judgmental approach to work
- Willingness to be flexible with duties is essential

### **Essential**

- Qualifications in Education Support, Youth Work, or similar
- Current full Victorian Drivers' License
- Current Working with Children Check
- National Police Check

### **Desirable**

- Demonstrated experience in working effectively with young people, and/or experience of working with young people with mental health issues and social/emotional disability
- Experience/knowledge of Social and Emotional Disability and Trauma-Aware Education
- Current First Aid qualification