

Position Title:	Learning Support Assistant (Lower School)
Terms of Contract:	Fixed Term 27.5 hrs per week, term time only
Date:	Term 4 2025
Responsible to:	Special Education Needs Coordinator
Staff responsibilities:	Nil
Key relationships:	Students, teaching staff, LSA team
Remuneration:	Support Staff in Schools Collective Agreement, Grade BC - Step 1
School Mission:	To help every student progress towards becoming free, responsible and caring individuals able to impact purpose and direction in their own lives and as citizens able to contribute in manifold as well as unique ways to human society.
Purpose of Position:	To work specifically with a High ORs funded student To assist in the educational achievements of students across the Lower School

Key Responsibilities	Key Performance Indicators
To act in a professional manner and uphold the special character of Raphael House	<ul style="list-style-type: none"> The anthroposophical principles underlying the education provided at Raphael House are upheld in all dealings with students, staff and school community Confidentiality on all matters relating to students, staff or the school and community is maintained To work collaboratively as a member of the Learning Support Team to best support the learning needs of the Lower School students Participate in an annual appraisal review undertaken by the LS Special Educational Needs Coordinator (SENCO), with peer documentation from teachers Willingness to support, and if required, participate in restorative practice To commit to professional development, both in school LSA meetings and external programmes
To provide support to the identified student/s	<ul style="list-style-type: none"> Personal competency in literacy, numeracy and computer skills in order to best support our student learning needs Follow the direction of support teachers, RTLB, or other professionals. Perform tasks as outlined by the classroom teacher. Implement accurately and efficiently activities planned by the teacher.

	<ul style="list-style-type: none"> • From time to time, contribute to the planning of lessons alongside the teacher • Support student inclusion in a range of areas as required e.g. task planning and organisation, reader/writer assistance • Participate in the use of agreed appropriate behaviour management strategies • Use age appropriate language and activities • Provide appropriate feedback / reinforcement that is consistent and meaningful to the student • Feedback is given to the teacher on the students' behaviour and progress • Support the use of assistive devices as and when needed • Create materials for the classes when and as needed • Support students toileting and hygiene needs where needed
Monitoring progress of students	<ul style="list-style-type: none"> • Attend and contribute to the student's Individual Education Programme (IEP) meeting • Report the student's progress in the IEP meeting • Contribute to monitoring and keeping records of students' progress • Implement individual progress assessments from time to time • Communicate regularly with the ORs teacher
Civil Defence	<ul style="list-style-type: none"> • Follow school policies and procedures in a Civil Defence emergency as detailed in the Staff Handbook

Conditions of Employment

As per the Support Staff in Schools' Collective Agreement 20 June 2022 – 19 December 2024????

Confidentiality

It is an express condition of your employment with the school that all matters relating to the school, undertaken in the course of your day-to-day work, remain confidential. Breach of this clause may be seen as grounds for termination of employment. On the termination of your employment with the school, all such matters shall remain confidential and shall not be disclosed to any person without the school's authorisation.

I have read and understood this document:

Signed by:

Date: