



# LEARNING SUPPORT EDUCATION ASSISTANT



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As an independent, co-educational, CARE (Curriculum and Reengagement in Education) School, Alta-1 is a Christian organisation which works with students from years 7-12. We work with at risk young people providing them with wrap around support as they go on a journey of transformation to discover their unique sense of identity and purpose. We are fully committed to their **safety, wellbeing and welfare at all times.**

Recognising that our young people learn best when they feel **connected**, Alta-1 prides itself on being a place of belonging; fostering deliberate connection, safety and community relationship, all in the pursuit of individual self discovery.

As a member of our regional staff, you will be part of a **team involved across all campuses and programs in the region**, working together to create a compassionate environment that is conducive to student transformation.

*We believe in  
changing lives –  
one at a time.*





## PLAYING TO YOUR STRENGTHS

You are highly relational and can be flexible and diplomatic in this ever-changing environment. You understand learning difficulties which helps you to manage high volumes of students with complex needs. You love building and maintaining strong relationships with students, staff and other support team members.

Your strong organisational skills and understanding of the functions of literacy and numeracy will be your superpower. You will spend time assisting Campus Teachers, Learning Support Teachers and other members of staff to create individualised learning plans for each student. Capturing and organising student data, funding requests and other student related paperwork will be part of your daily routine. You will be working across multiple campus sites, each with differing needs that will need to be triaged and addressed.

You have a high level of emotional intelligence and can navigate this complex environment with skill and care. You are able to work autonomously when required although a large part of your role will be engaging with the various student support team members.



## YOU'LL KNOW YOU'RE SUCCESSFUL WHEN...

- You have built strong relationships with students that bear positive fruit in their transformation journey.
- The Learning Support Teacher and Campus Teachers are able to rely on you to assist with individual student needs in the classroom.
- You see your students get excited about accomplishing a goal and improving their confidence.
- You have built strong supporting relationships with Teachers, Learning Support Teachers and other members of the team.
- The Learning Support Teacher can trust you to accurately and timeously upload required documentation in SEQTA, O365 and others.





## HERE'S WHAT YOU'RE RESPONSIBLE FOR...

You are the **conduit between the students and the Learning Support Teacher**. The **Student Champion**, you work tirelessly to build positive, trusting relationships with the students while supporting the Learning Support Teacher in executing their role. Your role will include but may not be limited to, activities such as:

### LEARNING SUPPORT FACILITATOR

- Support the Learning Support Teacher with NCCD applications and adjustments.
- OLNA facilitation and assessments of groups.
- Student goal recommendations to campus teacher.
- Building strong relationships with both students and their support team members.
- Helping students with completion of their work and assignments.
- Facilitate targeted interventions provided by Learning Support Teacher.
- Assisting students with emotional regulation as and when required.
- Assisting students to understand and apply for further education that is within their capabilities.
- Assisting teachers with Documented Plans.
- Facilitating learning difficulty referrals to therapeutic services (internal / external).
- Supporting the Campus Teacher and the Learning Support Teacher to create and collate resources where required.

### STUDENT CHAMPION

- Encouraging students to build good self-esteem.
- Building relationships with students that allow them to feel safe to learn.
- Participate in excursions to develop relationships.

### ADMINISTRATION

- Assisting with Nationally Consistent Collection of Data (NCCD) adjustments and uploading notes and documentation to SEQTA.
- Understanding documented plans and their function.
- Facilitating parent/guardian external communications.
- Attending Learning Support and Student Services meetings.
- Regional training and meeting inputs.
- Capturing of student profiles.
- Supporting the Learning Support Teacher with funding processes.
- Offering other administrative support as and when required.

### Extra curricula activities as and when required







## YOUR OPPORTUNITIES TO GROW

At Alta-1 we believe in cultivating a work environment that encourages personal and professional growth. We want to see our staff and students thrive through:

- Mandatory Professional development activities.
- Professional development activities arranged by self, according to interest and professional improvement, as negotiated with Regional Principal or Learning Support Teacher.



RELATIONSHIP



TRANSFORMATION



FLOURISHING