



DANDENONG RANGES STEINER SCHOOL

Classroom aide position description

Position Objective

The Integration Aide will be part of the Learning Support Team and will work closely with Teachers and students in their classroom and in small group settings to enhance the holistic development and educational progress of students with identified learning needs and support of students with identified disabilities. This position reports to the Class Teacher.

Selection Criteria

- Steiner Education training or experience
- A Certificate of Support Education (Integration Aide) or relevant teaching qualification
- A valid Working with Children Check and valid work visa for Australia.
- Demonstrated good rapport with children
- Demonstrated ability to work under direction of the teacher
- Ability to assist with recording information for the NCCD (training will be provided)
- Availability five days per week
- Appropriate Child Safe training and a demonstrated commitment to and understanding of Child Safe practices.

Primary Responsibilities and Duties

Academic

- Prioritise support of children identified as having additional needs (as indicated on the ILPs) and assist the Class Teacher as directed at other times when the learning needs of these children have been met.
- Preparation and presentation of all activities as instructed by the class teacher.
- Carry out any specific duties outlined in the students Individual Learning Plan
- Liaise with Class teacher and Learning Support Teacher concerning their programme and students' progress.
- Share observations and any documentation with the Class Teacher.

- Assist with completion of NCCD paperwork keeping clear documentation of students' progress and adjustments made as outlined in ILPs.

Wellbeing

- Liaise and communicate regularly with Class Teachers regarding the welfare and progress of student/s.
- Contribute to the healthy development of harmonious social relationships:
 - o student to student
 - o student to teacher/s
 - o teacher to parents
 - o teacher to teacher
 - o staff to staff
- Assist children with maintaining personal hygiene.

Administration

- Comply with all school policies and procedures.
- Attend and participate in conferences and professional development as approved by the Education Facilitator and in consultation with Class Teachers.
- Contribute positively to the public image of Dandenong Ranges Steiner School.

Confidentiality

- The **Integration Aide** may be privileged to intimate information concerning academic, emotional and family details about various children, parents and perhaps even other staff members.
- It is a professional expectation that you will maintain absolute confidentiality about these matters.
- Should discussion about any of the above situations be required for professional matters, it is expected that these should only occur within either College meetings or at other arranged meeting times with a College or Management Team member designated for such a role.
- To document and make available communication between the child's family and the school as directed by the teacher.

Child Safety

DRSS has a strong commitment to child safety and wellbeing and to creating and maintaining a child safe and child-friendly environment. The Classroom Assistant is to provide a child-safe environment, and adhere to all school policies which ensure that all students at our school can feel safe from bullying, harassment, and physical, sexual and all other forms of abuse.

Professional Development

A willingness to undertake professional development as required by the role.