

Position Description: Integration Aide

Appointed by: Principal

Reports to: Education Support Coordinator,
indirectly to Head of Primary/Secondary

**ORGANISATIONAL PROFILE:**

Melton Christian College is a leading P-12 school of over 900 students. We are highly regarded, specialising in nurture, excellence and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff, equipping them to invest in the lives of the students they serve. Our team are enthusiastic and positive who love teaching and are committed to the mission, vision and values of the College.

POSITION PROFILE:

The Integration Aide is a crucial role in the classroom. The role to offer remediation and extension to students is vital. To be able to succeed, strong literacy and numeracy skills are needed to support students in their core subjects.

Each Integration Aide is one member of the Education Support Team who sustain the integration of specified students by direct support and through assistance offered to the class/subject teacher in the overall integration process. Integration Aides support each other's effectiveness. The Integration Aides report to the Education Support Coordinator, who in turn reports to the Heads of School and Principal.

POSITION OBJECTIVES:

- Delivery and support of learning assistance (both remediation and extension).
- Work with students individually or in small groups on activities planned by the classroom teacher. May include:
 - Note-taking
 - Scribing
 - Clarifying teacher instructions
 - Editing
 - The organisation of student learning materials
- Assist students to comply with teacher instruction.
- Assist with class activities, as required, to ensure maximum participation in programs.
- Work collaboratively with teachers to develop and implement strategies to allow students to perform at their best.
- Take direction from classroom or specialist teachers as to which students require assistance and how this assistance should be delivered.
- Observe the students and draw the attention of the teacher to students when necessary.
- To be aware of the teacher's expectations of the students in the class and to support teachers in the modification of student's programs.

KEY RELATIONSHIPS OBJECTIVES:

Interactions with the students

- Build strong relationships with students. To respond to all in the classroom warmly and encouragingly.
- Provide all students with effective support and supporting them in developing a growth mindset and a commitment to improvement and personal growth.
- To actively participate in activities, assisting, intervening, and encouraging students where appropriate.
- To make themselves and the students they are assisting, a part of the whole class setting rather than an isolated unit within the classroom.
- Implement activities that will support the individual needs of the student.
- To reinforce the teacher's instructions and keep the student on task.
- To offer individual support to enable the student to develop specific skills.
- To supervise a student/s in the playground if deemed necessary.
- To accompany a student/s on excursions.
- To aide in helping ALL students who need extension whether gifted or other extensions re academic, social or emotional development.

Interactions with parents and staff

- To work cooperatively with parents, teachers, students, and members of the Education Support team.
- To actively participate in activities, assisting, intervening, and encouraging students where appropriate.
- To be aware of the teacher's expectations of the students in the class and to support teachers in the modification of student's programs.
- To support teachers in the delivery of educational programs to students with disabilities and impairments and ensure that these students have access to and participate safely in school activities.
- Attend meetings where necessary or beneficial to review a student's program.
- Give feedback to the appropriate teachers, written and through face to face conversations formally and informally.
- For all correspondence with parents to be initiated by teachers/coordinators/Ed Support coordinator. Informal verbal conversations to be noted and forwarded on to appropriate staff.

Teachers' obligation to Integration Aides:

- The class teacher is the final authority in the classroom, and carries legally responsibility for all students, including any education support students.
- The class teacher and Educational Support Co-ordinator are responsible for developing programs deemed necessary for the student; the Aide facilitates the implementation of these.
- The sole responsibility for the student's behaviour and progress rests with the class teacher, not the Integration Aide.
- Aides to be given classwork ahead of time if need be and be allocated time to prepare.
- Teachers have the responsibility to oversee and manage class control and whole-class behaviour management.

KEY SELECTION CRITERIA

- Good communication skills
- Good literacy and numeracy skills
- Able to collaborate in a team, having initiative/self-management yet also happy to follow instructions
- Interest in education and personal enjoyment of learning
- Patient, supportive, encouraging, caring, and able to be firm with children in a positive way
- Committed to the core values of Melton Christian College
- Working knowledge of Christian education including a Biblical worldview
- General knowledge of school curriculum

EDUCATION AND EXPERIENCE

- No formal qualifications are required, nonetheless prior training is very valuable
- Current first aid qualification is highly desirable
- Experience working with children/students is highly valuable
- Working with Children check is required

OCCUPATIONAL HEALTH AND SAFETY

The Integration Aide has delegated responsibility from the Principal (for their workstation/office space, equipment and facilities associated with their role) to:

- Ensure that College Health and Safety Policy and procedures are deployed within the area of responsibility
- Ensure that safe operating procedures are developed and implemented which are appropriate for the hazards and risk profile of the activities of their workstation/office space
- Ensure that College safety systems are implemented, and compliance is regularly audited and monitored (e.g., hazard reporting, hazardous materials storage and documentation, plant and equipment purchasing, audits etc.)
- Ensure that health and safety is a scheduled agenda item within any staff team meeting
- Ensure that all hazards which are observed, and any incidents which may occur to any person within his/her area of responsibility are reported, documented, investigated and corrective actions are implemented as identified for action
- Ensure that Health and Safety issues are identified, planned for and resources required to manage health and safety issues are included in budgets
- Support Management and Colleagues in performing their roles in relation to health and safety matters
- Ensure that regular workplace inspections and audits are carried out in accordance with College safety systems

CHILD SAFE CULTURE

The Classroom Aide has delegated responsibility from the Principal to:

- Work towards embedding an organisational culture of child safety, including effective leadership in and beyond their workstation/office space

- Be familiar with and promote familiarity with the College child safe policy
- Be familiar with and promote familiarity with the additional points that establish the College's expectations for appropriate behaviour with children
- Take part in screening, supervision, training and other human resources practices that reduce the risk of child abuse by new and existing personnel or volunteers
- Be familiar with and promote familiarity with processes for responding to and reporting suspected child abuse
- Always work to identify and reduce or remove risks of child abuse
- Always work towards appropriate participation and empowerment of children

CONDITIONS

Related to the Educational Services (Schools) General Staff Award 2010 with a salary depending on the candidate's experience and training.

Last Reviewed: 17/10/2022