



MELTON CHRISTIAN COLLEGE

Secondary Education Support Aide

ORGANISATIONAL PROFILE:

Melton Christian College is a leading P-12 school with over 1,100 students in three locations. We are highly regarded and specialise in nurture, excellence, and Christ-centred schooling. We are committed to building a dedicated team of Christian educators and support staff and equipping them to invest in the lives of the students they serve. Our team is enthusiastic, positive, and committed to the college's mission, vision, and values.

POSITION PROFILE:

The Secondary Education Support Aide plays a crucial role in the classroom. Each Secondary Education Support Aide is one member of the Education Support Team who sustains the integration of specified students through direct support and assistance offered to the class/subject teacher in the overall integration process. Education Support Aides strengthen each other's effectiveness. It is vital to offer remediation and extension to students. To succeed, strong literacy and numeracy skills are needed to support students in their core subjects.

This role reports directly to the Secondary Education Support Coordinator, who reports to the Heads of School and Principal.

KEY RESPONSIBILITIES:

- 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 in complying with teacher instruction.
 - Assist with class activities, as required, to ensure maximum program participation.
 - Work collaboratively with teachers to develop and implement strategies to allow students to perform at their best.
 - Get direction from the classroom or specialist teachers on which students require assistance and how this assistance should be delivered.
 - Observe the students and draw the teacher's attention 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 programs

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Interactions with the students:

- Build strong relationships with students. To respond to all in the classroom warmly and encouragingly.
- Effectively support all students and help them develop a growth mindset, 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 aid in helping ALL students who need extension, whether gifted or other extensions, 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.
- Be aware of the teacher's expectations of the students in the class and support teachers in modifying student programs.
- To support teachers in delivering educational programs to students with disabilities and impairments and ensure that these students have access to and participate safely in school activities.
- Attending 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.
- Teachers/coordinators/the Ed Support coordinator should initiate all correspondence with parents. Informal verbal conversations should be noted and forwarded to the appropriate staff.

Teachers' Obligation to Education Support Aides:

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

Key Selection Criteria

1. Qualification in a Cert III in Education Support or Cert IV School Based Education Support is highly desirable; equivalent experience will be considered.
2. Good communication, literacy and numeracy skills
3. Able to collaborate in a team, have initiative/self-management, and be happy to follow instructions.
4. Interest in education and personal enjoyment of learning
5. Patient, supportive, encouraging, caring, and able to be firm with children positively.
6. Committed to the core values of Melton Christian College
7. Working knowledge of Christian education, including a Biblical worldview
8. General knowledge of school curriculum

Occupational Health and Safety

The Secondary Education Support 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 appropriate for the hazards and risk profile of their workstation/office space activities are developed and implemented.
- 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 are scheduled agenda items during any staff team meeting.
- Ensure that all hazards observed and any incidents that 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 and planned for and that resources required to manage health and safety issues are included in budgets.
- Support Management and Colleagues in performing their roles in health and safety matters.
- Ensure that regular workplace inspections and audits are carried out under College safety systems

Child Safe Culture

The Education Support 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

This is related to the Educational Services (Schools) General Staff Award 2020, with a salary depending on the candidate's experience, training, and school holidays as leave.

Last Reviewed: 31/10/2024