

**POSITION TITLE**

**Special Educational Support Aide**

The role of the Special Educational Support Aide at Chrysalis School is to assist the Class Teacher in teaching and learning. In particular, the Special Educational Support Aide provides specialist support to the teacher and student/s with special learning differences and/or special educational needs.

The Specialist Learning Support Aide also reports to the Learning Support Coordinator and is a valuable member of the LS team.

**SPECIAL EDUCATIONAL SUPPORT DEFINED**

Supporting needs of students with special educational needs; for example, learning, behavioural, communication, social, sensory or physical difficulties and/or a student with Down syndrome.

**STATEMENT OF RESPONSIBILITY**

The work of the Special Educational Support Aide will be to carry out the following responsibilities and key duties, consistent with Chrysalis School’s mission, ethos and in accordance with the school’s published policies and practices (including its Staff Code of Conduct).

**RESPONSIBILITIES AND KEY DUTIES:**

1. Support the teacher in the classroom, assisting with classroom lessons and activities as part of inclusive teaching and learning practices.
2. Support learning activities for individuals and/or groups of students under the professional direction and supervision of a teacher, differentiating and adapting learning programmes to meet the needs of students with special educational needs.
3. Under the guidance and direction of the teacher, provide individualised 1:1 and small group (up to five children) lessons in accordance with the Class Teacher’s Main Lesson curriculum.
4. Support in the explicit literacy and numeracy programs differentiated to meet the needs of students with special educational needs.
5. Assist, record and report on development, progress and attainment as agreed with the teacher. Referral of any problems which cannot be resolved to the attention of the teacher.
6. Select and adapt appropriate resources/methods within the role’s capacity of experience to facilitate agreed learning activities.
7. Assist the student in the use of assistive technology and specialist applications for learning.
8. Create (within the role’s capacity of experience), organise and apply visual aide supports to assist students in their learning.
9. Guide and support students in their personal, emotional and social development.
10. Establish and maintain relationships with families and provide and document daily communication with parents.
11. Support behaviour management for student/s with special educational needs.
12. Assist the craft and art teachers in developing differentiated activities.
13. Provide input and support at Individual Education Meetings.
14. Liaise with Occupational Therapy, Speech Therapy and other specialist observation sessions.
15. Supervise and assist students with eating, hygiene and dressing requirements whilst encouraging independence.
16. To undertake professional development and training as necessary.
17. To carry out other Learning Support activities and duties commensurate with the position as directed by the LS Coordinator and class teacher.

**QUALIFICATIONS AND EXPERIENCE**

1. Certificate 3 in Education Support qualification or equivalent
2. Experience working with children with special educational needs and a range of learning needs.
3. Current NSW Working with Children Check
4. Broad understanding of the philosophy and principles of Steiner Education
5. Excellent communication skills

**ESSENTIAL ATTRIBUTES**

* Communicating effectively and displaying high level interpersonal skills to function as an effective team member.
* Displaying respect and empathy for students with high level needs.
* Displaying confidentiality, tact, reliability and sensitively to students and their families.

To also include:

* Capability of working independently
* Demonstrable Initiative
* Showing a positive attitude with students and teachers
* A willingness to be flexible and adaptable.
* A striving to be professional, tolerant, understanding, patient, caring, firm and fair.

**WAGE LEVEL**

This role is graded as a Level 3 School Assistant within the Independent Schools NSW (Support and Operational Staff) Multi-Enterprise Agreement.