11 February 2015

Thank you for your interest in the recently advertised Integration Aide roles at Geelong Lutheran College. These roles are within our Middle and Senior Schools, providing learning support for students in years 7 to 10.

Two roles are currently available:
1. Integration Aide – 27 hours per week. This is an ongoing position starting March 9, 2015 or as soon as practicable afterward.
2. Integration Aide – 13 hours per week over 3 days a week. This is a 12-month contract position with an immediate start.

Please write a letter of application addressing the four Key Selection Criteria when completing your application and that you nominate three referees (one pastoral/personal and two professional) who can attest to your character, experience and skills. Applications will need to be received by the close of business on Wednesday, 25 February.

Again thank you for your interest in our College.

Yours in Christ

BARRY KRUEGER
HEAD OF SCHOOL
GEELONG LUTHERAN COLLEGE
“Growing in knowledge and faith through Christ-centred learning”

Position Description
Integration Aide

COLLEGE BACKGROUND

Geelong Lutheran College at Armstrong Creek commenced in 2009 with 57 students from Prep to year 7. The Primary (Prep-year 6), Middle (years 7-9) and Senior Schools (years 10-12) are now established. Our first year 12 class graduated in 2014. Ultimately, Geelong Lutheran College will be a P-12 school of approximately 950 students.

Our location in the Armstrong Creek urban growth corridor between Geelong and Torquay enables us to provide an alternative education choice for families in this rapidly developing area.

College Vision Statement
Growing in knowledge and faith through Christ-centred learning.

College Mission Statement
Geelong Lutheran College shares the mission of all Lutheran schools and aims to encourage and support students, informed and sustained by the word of God, to develop their God-given talents so that they may shape and enrich their world.

POSITION OBJECTIVE

At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the school. A good example for Christian living is to be given to children and parents by words and actions. The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that staff members will co-operate fully with the Principal, Head of School, Coordinators and Team Leaders, together with other staff and the College Council in adhering to the policies, teachings and fostering the ethos, culture and traditions of Geelong Lutheran College.

Integration aides are assigned to classes and work closely with teachers to support the learning of identified students. This may involve direct support to students or assistance to teachers in the overall integration process. Generally, this assistance will be provided in-class although occasions will occur when individuals and small groups of students will be withdrawn.

ACCOUNTABILITY AND BOUNDARIES OF THE INTEGRATION AIDE ROLE

Integration aides are required to provide support and assistance to students in accordance with College policies and procedures working under the direction of class/subject teachers. Integration Aides report to either (i) the Primary School Coordinator, or (ii) through the Team Leader (MS/SS Curriculum) to the Middle and Senior School Coordinators. The ultimate line of responsibility is to the Principal through the Head of School.

Boundaries of the integration aide role:
1. Preparation of individual learning plans is a teacher responsibility. However, integration aides will be involved in the development of these plans.
2. Situations when integration aides are not required should rarely arise. In these situations, class/subject teachers need to discuss this matter with either (i) the Primary School Coordinator, or (ii) Team Leader (MS/SS Curriculum) so that integration aides can be redeployed.
3. Integration aides are not permitted to supervise entire classes. However, they may work with individual students or small groups of students without direct teacher supervision.

4. Final responsibility for students’ behaviour and progress rests with the class/subject teacher not the integration aide.

5. Integration aides are employed primarily to support the learning of identified students. They are not employed as teacher aides. Allocation to non-integration aide tasks may occur periodically, and then under the direction of either (i) the Primary School Coordinator, or (ii) the Team Leader (MS/SS – Curriculum).

**KEY TASKS AND EXPECTATIONS**

The duties of integration aides include:

1. Working cooperatively with parents, teachers, students and other aides for the support of students with learning needs.
2. Assisting teachers with the development of independent learning programs.
3. Encouraging and supporting students to do as much as they can for themselves so they do not become over-reliant on support.
4. Assisting students with their personal organisation and helping them manage lesson/lesson and breaktime/lesson/breaktime transitions.
5. Assisting students by implementing modified learning programs using strategies such as...
   - I. Showing them organisational skills.
   - II. Reinforcing new concepts.
   - III. Using alternative methods more suited to students’ learning strengths.
   - IV. Reading instructions.
   - V. Re-explaining teacher instructions.
   - VI. Note-taking.
   - VII. Providing explanations.
   - VIII. Adapting work to make it accessible.
   - IX. Developing resources suited students’ ability level
   - X. Redirecting students’ attention back to the task, etc
6. Monitoring the specific aims and goals of students’ learning plans in association with class/subject teachers, providing feedback to teachers on students’ progress.
7. Supporting students in ways to ensure that they are not isolated from their peers or made to appear “different.”
8. At all times, working to promote the self-esteem of learning support students.
9. Assisting students with their social interactions by teaching them social skills and discussing with them their social behaviours.
10. Providing specific medical attention and personal care as required.
11. Liaising with class and subject teachers regarding any concerns about a child.
12. Attending excursions and camps.
13. Attending PSG meetings, staff and aides meetings as required.
14. Participating in courses and professional development activities as required
15. Maintaining confidentiality of information.
16. Being deployed (by the Primary School Coordinator or the Team Leader (MS/SS – Curriculum)) to other classes or duties when there are program changes, absences or when unforeseen situations arise.
SKILLS AND QUALITIES (Key Selection Criteria)
1. A commitment to the aims and philosophies of Lutheran schooling.
2. A commitment to young people and meeting their needs as demonstrated by previous experiences working with children.
3. Qualifications and experience relevant to the key tasks and expectations.
4. Excellent interpersonal skills, and in particular, demonstrated capacity to work well in a team environment, take direction, work toward agreed goals, communicate effectively with fellow staff and students, and form positive relations in the workplace.

QUALIFICATIONS
(a) Relevant post-secondary training related to this role and its responsibilities.
(b) Level 2 First Aid certificate, anaphylaxis and asthma training.
(c) A Police Check and a Working with Children Check.

EMPLOYMENT CONDITIONS

Hours of Duty
Integration Aides are employed during school term time and the staff days at the start and end of the academic year. Integration aides are deployed to other duties when no students are present at school.

Award
Salary and conditions of employment are in accordance with the Lutheran Education South Eastern Region (Victorian Schools) Multi Enterprise Agreement 2014.

Revised Feb 2015