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. 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will be provided in-class although occasions will occur when individuals and small groups of students will be withdrawn.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 the Learning Support Faculty Leader. 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. 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.
3. Final responsibility for students’ behaviour, programs and progress rests with the class/subject teachers not integration aides.
4. 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 would only ever occur infrequently.
KEY TASKS AND EXPECTATIONS

The duties of integration aides involve working cooperatively with parents, teachers, students and other aides to support students and foster the integration of students with learning needs. This involves

1. Assisting teachers with the development of independent learning programs.
2. Encouraging and supporting students to do as much as they can for themselves so they do not become overly reliant on support. This will involve assisting students with their
   a. personal organisation
   b. learning program
   c. social integration
3. Monitoring the specific aims and goals of students’ learning plans in association with class/subject teachers, providing feedback to teachers.
4. Liaising with class and subject teachers regarding any concerns they have about a child.
5. Attending excursions and camps as required.
6. Attending PSG meetings, staff and aides meetings as required.
7. Participating in courses and professional development activities as required.

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) Anaphylaxis training.
(c) Working with Children Check.

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children’s best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

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.

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