

**Learning Support  
Special Needs Aide  
(Secondary Students)  
Years 7 - 12**

**1. Overview**

*Prince of Peace Lutheran College is a co-educational, independent, Christian school located at Everton Hills in the north-western suburbs of Brisbane. The College was established by the Prince of Peace Lutheran Congregation in 1984 to provide quality Christian education to the children of the community.*

*Prince of Peace Lutheran College offers classes on two sites from Kindergarten to Year 12. The Junior Campus (K-6) is located at 20 Rogers Parade West, Everton Hills. The Senior Campus, 1 km away at 25 Henderson Road Everton Hills, was opened in July 2009 and is currently home to Years 7 – 12.*

*Prince of Peace Lutheran College is committed to addressing the needs of each student to enable them to reach their academic, social, emotional and physical potential within a Christian environment. For students diagnosed with special needs, these areas of development are specifically addressed through an Individual Education Plan or modified program. A major role of the Learning Support Special Needs Aide is to assist with the implementation of these programs. The role also involves supporting students with learning difficulties.*

**2. Type of Appointments available:**

**Fixed Term / Term Time (2017 School Year)**

- FTE 0.8 – 4 Days per week (days and hours to be negotiated)
- FTE 0.6 – 3 Days per week (days and hours to be negotiated)

**3. Conditions**

Salary and related conditions are as per the Certified Agreements of the Lutheran Church of Australia, Queensland District Schools Department, and the School Officers Award, Queensland, Non-Governmental Schools. *A document that forms part of the conditions of appointment at the College is the LCA statement: **Lutheran Church of Australia and its Schools.***

**4. Role Description**

The successful applicant will be expected to:

- 4.1 Work with individual or small groups of students within the classrooms targeting cognitive, behavioral and social goals of the students' programs.
- 4.2 Prepare resources for use by students with modified programs.
- 4.3 Undertake debriefing of students as required.
- 4.4 Monitor and support individual or small groups of students, withdrawn for study support.
- 4.5 Collect data for the evaluation of targeted goals and strategies.

## 5. Key Areas

- 5.1 Be responsible for the implementation of programs and procedures for children with special needs and learning difficulties under the direction of the Learning Support Coordinator and subject teachers.
- 5.2 Be an advocate for students with special needs and learning difficulties.
- 5.3 Participate and co-operate with all staff and act under the direction of the Head of College and senior staff.
- 5.4 Keep up to date observations and records as required by the Learning Support Coordinator.

## 6. Desired Outcomes

- 6.1 A learning environment which supports and empowers the target students is developed and maintained.
- 6.2 Special Needs students having equitable access to all facets of education provided by the school.
- 6.3 The College's policies and procedures are supported.
- 6.4 The person works and co-operates with all staff in a positive and collaborative manner.

## 7. Selection Criteria

**SC1** *Demonstrated skills which reflect commitment to, and an affinity for, children with learning difficulties and special needs.*

- 1. Experience and knowledge of the needs of secondary aged students with learning difficulties and special needs.
- 2. Ability to listen to, relate to, and understand secondary age children with learning needs and respond accordingly.
- 3. Ability to maintain a positive focused, well managed learning environment.
- 4. Ability to prepare resources suitable for use with students of special needs.
- 5. Ability to maintain records of students' learning and communicate these efficiently to fellow staff members with primary responsibility for the students' learning.

**SC2** *Demonstrated professional skills*

- 1. Demonstrated basic computer skills.
- 2. Ability to develop professional relationships with children, staff, parents and members of the community.
- 3. Ability and commitment to work as a member of a team.
- 4. Demonstrated participation and willingness to participate in in-service and professional development.
- 5. Demonstrated knowledge of privacy and confidentiality policies.

**SC3** *Commitment to the Christian ethos of the college*

1. Knowledge of the beliefs of the Christian church
2. Knowledge of the ethos of Lutheran schools
3. Willingness to commit to the Christian ethos of the college.

**Knowledge and Qualifications**

- Certificate III or IV in Education Support/Teacher Aide studies or working toward.
- Current certificate in First Aid (or be willing to gain this certificate).
- Current Blue Card for child related employment.

**Our Mission**

*Prince of peace Lutheran College exists to:*

Nurture students through quality education in a caring Christ-centered environment, enabling them to fulfill their God given potential and enrich their communities.

**Applications**

The Selection Criteria must be addressed in the application and also include the following and any other information deemed relevant by the applicant:

- Personal details eg, full name, address, contact details.
- Educational background relevant to the position.
- Employment history.
- How you see yourself being able to support the College's Mission Statement.

Applications are to be marked Strictly Confidential and sent to the Head of College either by post or e-mail by **Thursday 24 November 2016**:

*Mr Philip Hulland  
Head of College  
Prince of Peace Lutheran College  
20 Rogers Parade West  
EVERTON HILLS QLD 4053  
Email: [kosborne@princeofpeace.qld.edu.au](mailto:kosborne@princeofpeace.qld.edu.au)*

**NB:** *Information that is sent by e-mail should be in either Microsoft Word or PDF format.*

If the Applicant has any known condition, which we may need to accommodate for at either interview, or for you to perform the duties of the position, please give detail as an addition to your application.

**Enquires in the first instance are to be directed to:**

Mrs Karen Osborne, PA to Head of College  
Phone: +61 7 3872 5620 - Email: [kosborne@princeofpeace.qld.edu.au](mailto:kosborne@princeofpeace.qld.edu.au)