



Position Description

Student Support Assistant/Aide

Roseville College is an established, respected independent day school for girls in Kindergarten to Year 12, centrally located in Roseville on Sydney's North Shore since 1908. Ours is a learning community where girls and staff are truly known, and where every individual is valued. Our vision, to raise future-ready women who lead proficiently with strong character, is underpinned by the Christian faith.

The Roseville College staff comprises visionaries, innovators, pioneers and co-learners, who appreciate this as a meaningful, inspiring and progressive workplace where they are enriched, equipped and empowered for a fulfilling career and to make a positive impact on student generations.

BROAD OBJECTIVE

The Student Support Aide assists students in accessing learning opportunities, co-curricular opportunities and peer engagement that occur at school, as well as providing general student support. The primary tasks of this role is in providing individual student support for a student with restricted mobility and in providing administrative tasks for the Inclusive Learning Department. The Student Support Aide will also work alongside Clinic Staff in ensuring Roseville College is a safe, proactive and responsive learning environment.

KEY RELATIONSHIPS

- Students
- Inclusive Learning Department
- Health Centre Staff
- Student Services Staff
- Wellbeing Team
- Student Support Team/s

REPORTS TO

Head of Inclusive Learning

DIRECT REPORTS

Nil



Student Support Assistant/Aide

KEY RESPONSIBILITIES

Support students with restricted mobility

- Provide first aid as needed under the direction of Nurses and/or Head of Pastoral Care/Head of Junior School.
- Ensure the safety, dignity and access of student/s with restricted or limited mobility.
- Ensure safe operation of wheelchairs or other mobility devices.
- Support and promote student/s access to class, co-curricular activities and social opportunities at school.
- Assist with movement, lifting or supporting as needed.
- Attending camp/excursions to support student access.
- Support with personal care needs.
- Observe, care and report any changes in health and wellbeing of student/s.
- Liaise with parents to ensure best possible care and access to learning.
- Promote the Health and Safety of all staff while supporting a student with restricted mobility.
- Contribute to and follow safety and care plans, follow and contribute to risk assessments.
- Provide first aid as needed under the direction of Nurses and/or Head of Pastoral Care/Head of Junior School.

Assist with various Student Support needs

- Support students with higher needs in their learning under direction of Inclusive Learning teacher.
- Student support as needed within classrooms – 1:1 and small group learning.

Assist with various administrative tasks within Inclusive Learning Department

- Supporting the smooth operations of the Inclusive Learning Department.
- Supporting organisation for students requiring support.
- Supporting the co-ordination of Disability Provisions.

ADDITIONAL RESPONSIBILITIES

- Assist students to move around the College between lessons.
- Attend and assist at College carnivals, musical events and special assemblies.
- Provide feedback and collaborate with College staff to ensure a high level of care for the student/s.
- Deliver outstanding and timely service to all sections of the College.
- Maintain confidentiality of all College matters.



Student Support Assistant/Aide

- Ensure personal safety and the safety of colleagues, contractors, student and visitors by complying with the WHS policy.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.
- Fulfil the requirements of this position description and other duties as reasonably required from time to time.
- Any other ad hoc requests per the needs of the College or at the request of the Principal or Head of Inclusive Learning Department?

CHILD SAFETY

- Uphold the highest standard of child safety culture and awareness.
- Report all concerns regarding the safety of our students to the Principal or their delegate, in accordance with the College's child protection policies.
- Develop and maintain a thorough understanding of child protection obligations by reviewing the College's child protection policies and completing mandatory induction and ongoing training.

RISK AND COMPLIANCE

- Adhere to the College's policies and procedures, importantly the Critical Incident Management Plan, Work Health and Safety (WH&S), code of conduct, child safety and emergency response practices.
- Consistently uphold Roseville College's values and comply with all school policies and procedures.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Previous experience as an Assistant in Nursing (AIN) and appropriate training certification as an AIN or similar healthcare role.
- Appropriate skills and ability to carry out the duties of AIN or similar healthcare role.
- A passion for supporting children with individual learning needs.
- Excellent communication skills (with staff, parents and students).
- Ability to work in a team as well as being self-motivated and work autonomously.
- Ability to build rapport with students and staff.
- Approachable and friendly.
- Demonstrated integrity and commitment to a similar role.
- Experience working with young people in a school or care setting.
- Actively support the Christian mission and values of the College.
- A valid WWCC.

Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. All appointments at Roseville College are subject to Child Protection Legislation.



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ESSENTIAL CHARACTERISTICS

- Strong interpersonal skills.
- Customer focused and results driven.
- Collegial and collaborative.
- Initiative.
- Respectful.
- Adaptable and able to work well under pressure.
- Problem solving.

This position description is subject to change based on College requirements.

Roseville College is a member of the Anglican Schools Corporation (ASC).