



**HOPE**  
CHRISTIAN COLLEGE  
A Ministry of Otago Christian Church

## Student Learning Support Role Statement

“And whatever you do, do it heartily, as to the Lord and not to men.” Colossians 3:23

Student Learning Support is an important role at Hope Christian College. Student Learning Support Assistants will be able to work as part of a team and will also be able to work independently. They will form a good working the Learning Support Coordinator and Deputies. They will be directly responsible to the Learning Support Coordinator (and Principal). They will be skilled in the areas of verbal and written communication, planning, and inter-personal relationships. They may work with all age ranges within the College.

### Personal Qualities

- A member of the General Administration and Clerical staff will have the following personal qualities:
  - Sincere Christian faith with an active weekly commitment to a mainstream, evangelical church fellowship
  - Highly organised and motivated
  - Highly interpersonal, able to communicate with parents and younger and older students and staff
  - Creativity
  - Able to maintain confidentiality
  - Personal Integrity

### Duties

- Duties may include, but will not be limited to:
  - Reading with students
  - Practicing sight words and sounds
  - Assist with testing
  - Assist with students who have motor skills difficulties
  - Work with ASD and ADHD students as well as those with auditory, speech, processing and a range of other disorders
  - Small group Literacy and Numeracy assistance
  - Assist with toileting and personal hygiene
  - Work one-on-one with students who have a variety of learning needs
  - Work with ESL students; one-on-one or in groups
  - Assist children catch up on homework tasks
  - PM Benchmark testing
  - Preparing resources for the children with Learning needs as requested by the classroom teacher
  - Administration duties as requested by the classroom teacher from 8:30-9:30am and 3:00-3:30pm each day, such as checking diaries, photocopying, filing, laminating etc
  - Lesson 7 on Friday will be spent maintaining the Primary Resource Cupboard
  - All other times the SSO will remain with the children providing assistance as required
  - The SSO will remain with the children when they move to lessons with other teachers, with the exception of their Music lessons
  - Accompanying student on field trips and excursions
  - Assisting Learning Support students with personal hygiene and toileting
- First aid as required
- Any other duties as required by the College

### Requirements

- Before an appointee is able to commence work at Hope Christian College they must have:
  - Department for Communities and Social Inclusion (DCSI) screening OR Working With Children Check
  - Responding to Abuse and Neglect training (full day)

### Desirable Qualifications

- Certificate IV in Education Support (or working towards)

Tenure: Ongoing employment

Level: Grade 1 Assistant, Curriculum Stream

Hours: 6.5 hours per day 8:30am to 3:30pm