POSITION DESCRIPTION

Westminster is an Early Learning to Year 12, coeducational day and boarding, Uniting Church school with a proud history and an exciting future. We commit to helping all students and staff achieve more than they thought possible through an adventurous education, which takes place anytime our students are challenged in their learning and when staff explore new opportunities to improve their profession. Since opening in 1961, Westminster's vibrant sense of community has shaped our welcoming, down-to-earth character, enriched by School values of being brave, humble, kind, authentic, resilient and curious.

Position name	**Learning Support Assistant – classroom based (LSA) (Senior School Teaching Hub)**
Area of School	The position is based in the Senior School Teaching Hub. To respond to the evolving needs of the School individual LSAs may periodically be relocated to a different sub-school or faculty.
Employment Conditions	Westminster School Inc. Teaching Staff and School Assistants Enterprise Agreement 2024.
Key Relationships	Learning Support Assistants in the Senior School Teaching Hub report functionally to the Director of Teaching, who determines work priorities in consultation with the Director of Learning. LSAs take direction from the appropriate classroom teacher/s for work associated with their teaching programs, and work closely with other learning support staff. The Learning Support Assistants are ultimately responsible to the Principal via the Director of Business Operations.

Position Objective:
LSAs provide in-class assistance for individuals and small groups of students with specific special learning needs. They support classroom teachers to establish an effective learning environment and to tailor learning experiences and materials to support all students. LSAs exercise initiative, discretion and judgment in achieving clearly defined learning outcomes in education programs. They are required to demonstrate expertise and accept personal responsibility for student learning.

Key Responsibilities:
In-classroom Learning Support

- Support the establishment of a stimulating, focused and nurturing learning environment for all students
- Develop an understanding of specific student learning needs to be supported
- Establish a supportive relationship with students and, where appropriate, their parents
- Assist class teachers with support for one on one and small groups of students
- Aid students to learn effectively in group situations and individually across a wide range of activities by:
  - clarifying and explaining instructions
  - ensuring the students are able to use equipment and materials provided
  - motivating and encouraging the student, as required
  - ensuring students concentrate and stay on task to enable completion of work
  - assisting with monitoring student progress and keeping appropriate records for the Nationally Consistent Collection of Data (NCCD).
- Assisting with recording and testing of student progress.
- Support students use a range of resources and technologies.

1. **Classroom Teacher Support**
   - Assist class teachers with administrative tasks and special events and activities that support student learning
   - Maintain a safe and tidy environment in accordance with WHS guidelines
   - Report any student difficulties or progress, or parental concerns to the relevant teacher
   - Contribute to student files and records where appropriate
   - Assist with monitoring student progress and keeping appropriate records for the Nationally Consistent Collection of Data (NCCD).
   - Assisting in the preparation of activities and developing teaching and learning materials

2. **Broader contribution to Inclusion and Enrichment at Westminster School**
   - Support the Head of Student Diversity to identify and implement strategies for improving the effectiveness of learning support provided to students with special educational needs, liaising with subject specialists as required
   - As a member of a team, identify and implement strategies for improving the inclusion of students with special needs by members of staff and other students
   - Other duties as required.

Key Selection Criteria: Qualifications, Skills and Experience

- Certificate III in Education Support (as minimum or equivalent)
- Demonstrated success in providing student support
- Excellent ICT skills in the classroom and for administrative tasks
- Sound administrative skills
- Current certifications in First Aid
- Awareness of the Privacy Act
- Demonstrated success in providing literacy and numeracy support at secondary level
- While teaching qualifications are not essential, experience working with students in a senior school and classroom environment would be an advantage.
- Experience providing support to Indigenous students would be advantageous.

Key Selection Criteria: Personal Qualities

- Initiative and the capacity for self-direction, while at the same time contributing to the output of the larger team
- A positive, enthusiastic team member with superior organisational skills, the ability to set goals and prioritise work, and the capacity to manage multiple, simultaneous tasks
- An open and friendly disposition and a sense of humour
- Exceptional interpersonal skills and the ability to relate to students and parents from a range of age groups, experiences, cultural and linguistic backgrounds
- Ability to ensure confidentiality
- Willingness to work within a flexible timetable

Safety and Wellbeing

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable
- Read and abide by all WHS policies.

Conditions of Employment

- All applicants must be eligible to work in Australia
- All staff must satisfy child protection screening and adhere to Westminster's Child Safety and Wellbeing policy which includes holding a current Working With Children Clearance.

Updated: August 2026