###### JOB DESCRIPTION – INTEGRATION AIDE

###### PRIMARY PURPOSE AND OBJECTIVE OF THE POSITION

The integration Aide position exists to provide educational support to students who are funded under the Program for Students with Disabilities and at times other students identified by the college leadership in line with the individual learning plans of those students. Integration aides work as part of a team under the direction of the integration co-ordinator and the Principal.

As an Integration Aide, you will provide invaluable support to both students with special needs and to the teachers of these students by assisting with the implementation and enhancement of learning opportunities. With your support, you are ensuring integration students have every opportunity to be independent and autonomous learners.

###### ORGANISATIONAL RELATIONSHIPS AND IMPACT

The position at this level does not require constant supervision but performs and/or supervises activities that are carried out in accordance with guidelines, accepted practice and school policy.

This position provides support to teachers and students but does not include duties of teaching. Supervision of students cannot be required unless in small groups or individuals, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

###### CLASSIFICATION CONTEXT AND TASK LEVEL

* Undertakes routine tasks with clear priorities in line with the job description, well established procedures, and under supervision, such as:
  + Providing routine support for teachers
  + Assisting with planning of student routines
* Duties mainly focused on routine tasks such as:
  + Communicating with teachers about routine matters –
  + Assisting teachers with communication with parents about routine matters Providing basic physical care and wellbeing support for students such as toileting, meals, and lifting
  + Communicating with student/s to support comprehension of basic tasks and information
  + Addressing immediate behavioural presentations relating to specific students within a classroom setting aligned to school policy and procedure
* Provides basic support and supervision for individuals or small groups of up to 4 students within a classroom setting
* Provides support to careers advisor
* Supports teachers in the coordination of educational programs independently or under minimal supervision, such as:
  + Rostering and organising the work of a team of aides
  + Providing routine co–ordination, guidance, and support to other student support staff
  + Liaising with external providers of support services about clearly defined support needs and resources
  + Supporting teachers in communicating objectives and outcomes relating to educational programs and/or students, including routine presentations
  + Assisting teachers with the communication of student outcomes and educational program
* Can provide medical intervention support to a student/s, provided that:
  + The student/s has a specific medical condition that requires assistance.
  + The support relates to a specific medical condition identified by the Employer under relevant policy
  + The support needed requires specialised training/ in the tasks to be performed; and
  + The position requires ongoing professional development and/or training to gain or maintain skills and knowledge relevant to the medical procedure.
* Provides specialised communication support for students and teachers in areas such as AUSLAN and braille

###### REPORTS TO

This position has line management responsibilities to the Principal but on a day-to-day basis is accountable to the Integration Coordinators.

###### TYPICAL FUNCTIONS

* Day to day communication with the integration team and co-ordinator is an essential so that everyone is kept in the loop
* Assisting students to complete their daily work
* Working with students in the classroom, in small groups or individually
* Assisting with the communication between students and teachers particularly in the interpretation of teacher instructions
* Under instruction from the teacher, assisting students by:
  + Re-enforcing new concepts
  + Using alternative methods more suitable to the student’s needs
  + Reading instructions
  + Note taking
  + Giving explanations
  + Adapting work to make it more suitable
* Communicating effectively and displaying a high level of interpersonal skills to function as an effective team member
* Assisting students to be organised
* Developing a positive working relationship with students
* Identifying and acting on behavioural, personal care, emotional and other issues as they arise
* Displaying respect and empathy for students with high level needs
* Maintaining confidentiality at all times
* Displaying tact, reliability and sensitivity to students and their families
* Assisting with administration tasks such as photocopying teaching materials, compiling student work by typing teacher work notes and programs and other duties as required.
* Assisting teachers with yard duty supervision
* Assisting with the preparation, management and stocktake of specialist equipment and resources
* Assisting teachers and students with sporting activities and excursions and, attendance at camps when required
* Contributing in the development of individual learning plans (ILPs) for students
* Working with teachers to support students to achieve the learning goals identified in their ILPs
* Working proactively with the teachers to support students identified as requiring additional support
* Monitoring and reporting on the progress of students against their ILPs
* Communicating with parents regarding the progress of students and any day-to-day issues of relevance
* Attending and participating in Student Support Group (SSG) meeting and team meetings as required
* Identifying Professional Development needs and participating in relevant activities

This position description describes in general terms the normal duties which the Integration Aide is expected to undertake. However, the duties described may vary or be amended from time to time without changing the level of responsibility associated with the position.