Belmont Christian College

# Job Description

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| Position: | **Student Learning Support Aide**<br>*5 days per week \| 8:30AM to 3:00PM* |
| Reports To: | **Primary/Secondary Student Learning and Support Teacher** |
| Department: | **Student Learning and Support** |
| Date Approved: | **December 2025** |

**Position Purpose**

The **Student Learning Support Aide** plays a crucial role in providing support for students with identified diverse learning needs including disability in classrooms and other learning environments under the direction and supervision of a teacher to support the achievement of educational outcomes. This support includes student welfare activities under student learning support as required.

**Organisation Environment**

Belmont Christian College operates within a unique and spiritually nurturing environment that combines strong academic and wellbeing foundations with Christian values. The College is a leading Christian P-12 school in the Newcastle region that has experienced growth in recent years with over 900 students and 150 members of staff.

The **Student Learning Support Aide** plays a critical role in addressing students' learning needs by working closely with the Teachers to ensure students health, wellbeing and welfare needs are supported.

The **Student Learning Support Aide** is required to:

- Read, understand, and adhere to all the College's policies and procedures.
- Take proactive responsibility for safeguarding and promoting the welfare of students in the learning support team.
- Undertake internal training and professional development as required.
- To support staff in all aspects of the school's processes and procedures as required.
- Be fully aware of and implement any emergency plans according to College Procedures (e.g. emergency closures, fire alarms etc.).
- To ensure that work is completed in a timely manner and according to agreed procedures.

**Key Accountabilities**

| Area of Accountability | Major Activities | Performance Indicators |
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| Christian Leadership | Demonstrate a Christ-like example in the College ensuring that:<br>● All activities are undertaken with a strong Christian commitment and focus.<br>● Christian servant leadership is exercised with staff, students, parents, and the wider community.<br>● Perform day-to-day duties prayerfully and consistent with a Biblical lifestyle with the aim of bringing glory to God. | Strategies and actions are aligned to the College's vision and mission.<br>Conduct is aligned to behaviours outlined in the Statement of Faith and Codes of Conduct. |
| Student Learning Support and Assistance | ● Assist students with school routines and classroom activities, under the supervision of a teacher.<br>● Assist the classroom teacher in the teaching and learning environment (both on and off school premises), including the implementation of individual programs and individual transition programs.<br>● Implement the Individual plans or behaviour plans of students with disability or behaviour disorders to support their engagement in learning activities.<br>● Assist the classroom teacher in organising and preparing incidental resources related to the Aides work, in both the classroom and playground to support teaching and learning.<br>● Participate in student welfare and wellbeing activities as required.<br>● Perform administrative duties to support and enable effective teaching and learning outcomes for students.<br>● Observe student performance during the implementation of individual plans and behavioural programs. | ● Ensure student assistance and classroom support<br>● Implementation of Individual plans & Transition Programs.<br>● Follow teachers direction and guidance.<br>● Adherence to student-specific plans with documented progress.<br>● Timely identification and reporting of any concerns.<br>● Compliance with health and safety regulations. |

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| | • Following effective training which ensures duty of care and diligence, Aides may be required to assist with the toileting and personal care needs of students of all ages and dependency levels, including washing, bathing, showering, dressing, and changing. These duties form part of the usual responsibilities of the role. A consultation process will be undertaken prior to the implementation of these expectations to ensure clarity and support for staff.<br>• Dispose of nappies and used sanitary items.<br>• Assist students with food preparation, eating and drinking.<br>• Take first aid training related to this role and administer medications including for example activities related to diabetes management - such as blood glucose measurement, administration of insulin, management of an insulin pump, administration of glucagon or administer medications for any other health need such as epilepsy, etc; Document any intervention provided to students in the appropriate register maintained at the school.<br>• Undertake other Aide-related duties as determined by the Deputy Principal or Head of Student Learning and Support.<br>• It should be noted that supervision of students with severe and/or multiple, physical and/or intellectual disabilities or behaviour disorders may involve:<br>  ○ frequent physical lifting, also involving moving students from one piece of equipment to another, after prior Consultation with the Aide;<br>  ○ serving as part of a multi-disciplinary team in the development and implementation of individual programs; and<br>  ○ communicating with students using the most appropriate assistive technology device to meet the needs of the student. | • Active participation in welfare programs and activities.<br>• Positive feedback from students, parents, and staff.<br>• Evidence of improved student wellbeing outcomes.<br>• Maintenance of learning support up-to-date records in compliance with school policies.<br>• Efficient handling of personal care and hygiene needs with dignity and sensitivity.<br>• Take training in administration of first aid and medication.<br>• Follow teachers guidance, coordinate with aides, and multidisciplinary teams.<br>• Safe and proper handling of students requiring lifting or specialized equipment (as applicable). |

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| Equipment and resources usage | • Student Learning Support Aides are required to:<br>• Operate classroom equipment, for example laptop, or tablet and support with training where required etc<br>• Arrange classroom furniture/equipment where required<br>• Assemble and distribute learning materials and resources<br>• Operate equipment to support student mobility e.g. hoists and standing frames, subject to the provision of training. | • Efficient operation of classroom equipment and usage.<br>• Proper organizing of learning spaces in a planned way.<br>• Compliance with workplace health and safety and training guidelines. |
| Pre-School-specific duties | • Supporting the learning and behaviour of pre-school children in the delivery of the daily pre-school program.<br>• Regular cleaning and minor maintenance of pre-school toys, furniture and<br>• equipment.<br>• Stocktake of furniture, equipment and learning resources. | • Supporting the learning and behaviour of pre-school kids.<br>• Regular maintenance, upkeep, cleaning of pre-school equipment.<br>• Stock checking of furniture and other learning resources. |
| Bilingual-specific duties | • Support the settlement and transition of newly arrived students who are learning<br>• English as an additional language or dialect (EAL/D), including refugees.<br>• Facilitate communication between the school and parents/carers.<br>• Assist staff to support the transition and settlement needs of newly arrived EAL/D and refugee students and their families.<br>• Support the school in fostering positive relationships with newly arrived | • Settlement & Transition Support for EAL/D & Refugee Students<br>• Provide Bilingual Learning & Wellbeing Support<br>• Positive communication |

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| | migrant and refugee families and communities.<br>● Support school executive staff and teachers in communicating with parents/carers of supported students. | & relationship building with parents/carers.<br>● Staff Support for EAL/D & Refugee Students |
| Compliance and Professional Development | ● Stay informed about school policies, procedures, and relevant legislation related to student support.<br>● Participate in internal professional development opportunities to enhance skills and knowledge pertinent to the role.<br>● Attend training to stay updated on processes and steps involved to address students' learning needs, as guided by the Head of Student Learning and Support, in collaboration with the department's teacher.<br>● Participate in performance discussions to receive role guidance and be open to constructive feedback. | ● Stay compliant with policies and guidelines.<br>● Attend internal professional development, as required.<br>● Be open to receive and act on performance feedback |

**Key Communications**

**Internal communications:**

- **Primary and Secondary Learning Support teachers** to collaborate with on a day-to-day basis and receive guidance on the scope of work.
- **Primary and Secondary School teachers** to liaise with and provide assistance to, in the learning support space and in classrooms.
- **Head of Student Learning and Support** to receive guidance and direction of the overall Learning Support tasks and scope of work.
- **Student Learning and Support team** to collaborate and correspond on various learning support interventions.

**External Communications**

As determined by/under direction of Head of Student Learning and Support, Learning Support teachers.

- Healthcare professionals
- Parents and families
- Educational resources providers
- NCCD regulators

**Challenges**

- Ensuring consistency of caring for students' learning needs and closure of tasks as guided by the Teachers.
- Ensuring that students' learning experience is consistent across Primary and Secondary school.
- Ensuring that more in-class support is being provided to address and support the students' ongoing wellbeing, health and welfare needs.

**Knowledge, Skills and Experience**

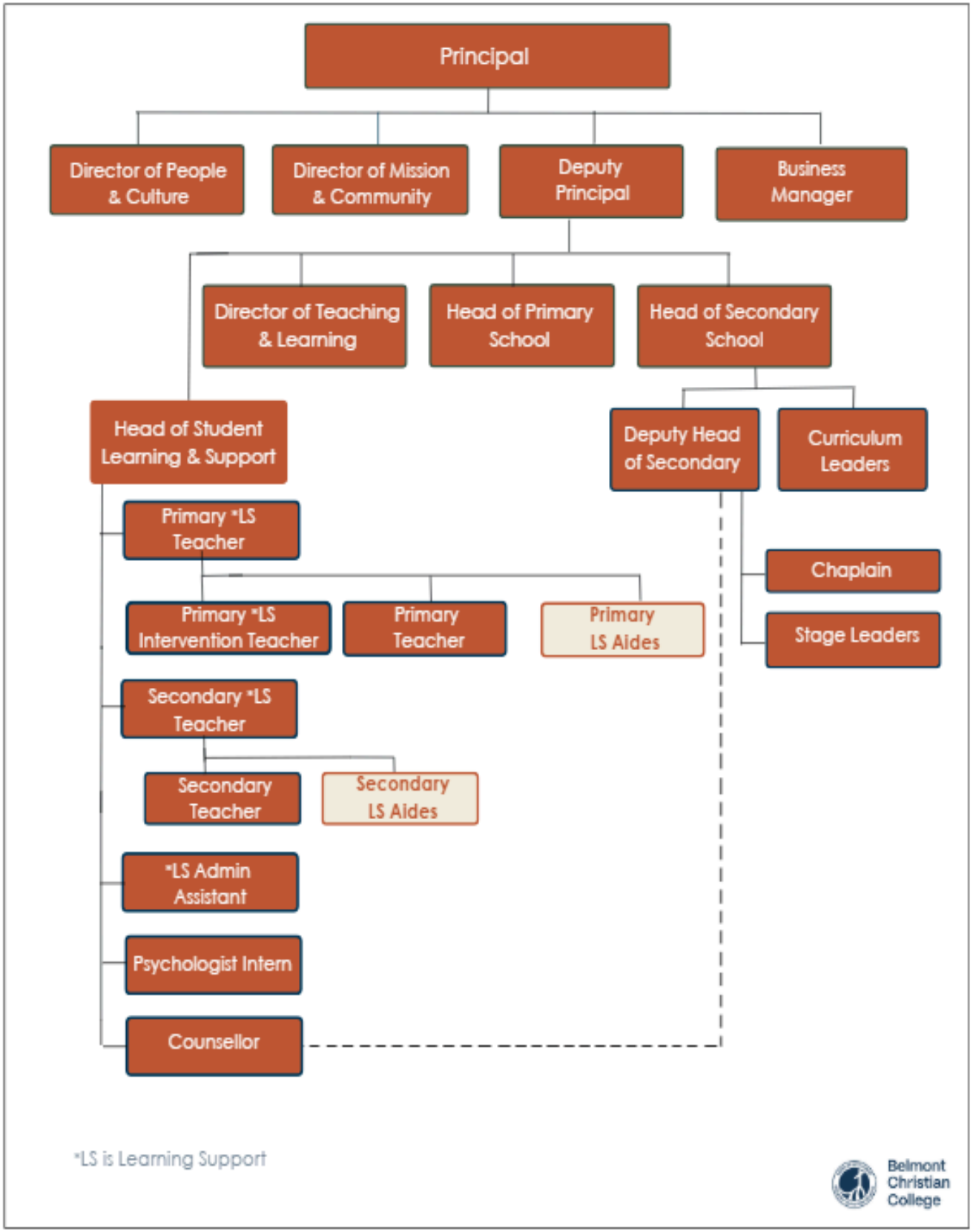
1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision and practice of the College as stated in:
    a. the College Statement of Faith,
    b. the Staff Pledge that is recited annually at the Staff Commissioning Service, and
    c. the College Codes of Conduct.

2. Have relevant qualifications and/or experience in-
    a. **Education**: Certificate I, II or III in Education Support or similar First Aid Certificate (preferred).
    b. Completion of mandatory AIS child protection training and a willingness to undertake first aid training relevant to the College expectations.
    c. Knowledge in administration of Medications – training to be provided based on student needs.
    d. **Experience**:
        - Experience working in a school or community environment.
        - Experience working with children and young people with support needs.
        - Demonstrated ability to work effectively as part of a team.
        - Ability to work with students with emotional, physical or intellectual disabilities.
        - Awareness of the needs of students with emotional, physical or intellectual disabilities.
        - Effective communication skills.
    e. Have a 'Working with Children Check' clearance.

3. Demonstrated experience in the following competencies:
    - **Student Support and Engagement**
        - Ability to assist students with school routines and classroom activities
        - Skill in implementing individualized education and transition programs
        - Capacity to support students in their health, wellbeing and learning needs.
    - **Teaching and Learning Assistance**

    - Ability to support teachers in organizing and preparing classroom resources
    - Understanding of various learning strategies to aid student engagement
    - Observe student performance and progress
- **Behaviour and Wellbeing Support**
    - Ability to follow and implement health care or behaviour plans
    - Strong observational and problem-solving skills for student welfare
- **Personal Care and Health Support**
    - Capacity to assist students with personal care, hygiene, and toileting needs
    - Knowledge of first aid training procedures and medication administration
    - Ability to document and report interventions appropriately
- **Communication and Collaboration**
    - Strong interpersonal skills to work with teachers, students, and support staff
    - Ability to use assistive technology to communicate with students
    - Competency in liaising with multidisciplinary teams for student support
- **Safety and Compliance**
    - Awareness of workplace health and safety regulations in a school setting
    - Ability to handle emergency situations and ensure student safety
    - Skill in maintaining hygiene standards when managing personal care tasks

## Organisation Chart



**Selection Criteria**

1. It is an inherent requirement of the role that the incumbent have a personal relationship with Jesus Christ, actively attend their local Church, and willingly support the vision of the College.
2. Knowledge of and a deep commitment to child safety in an education setting.
3. Current Working with Children Check.
4. Have relevant qualifications and/or experience in-
    a. **Education**: Certificate I, II or III in Education Support or similar First Aid Certificate (preferred).
    b. Completion of mandatory AIS child protection training required by the Department of Education and a willingness to undertake first aid training relevant to the College expectations.
    c. Knowledge in administration of Medications – training to be provided based on student needs.
    d. **Experience**:
        - Experience working in a school or community environment.
        - Experience working with children and young people with support needs.
        - Demonstrated ability to work effectively as part of a team.
        - Ability to work with students with emotional, physical or intellectual disabilities.
        - Awareness of the needs of students with emotional, physical or intellectual disabilities.
        - Effective communication skills.
    e. Have a 'Working with Children Check' clearance.
5. Demonstrated experience in the following competencies:

- **Student Support and Engagement**
    - Ability to assist students with school routines and classroom activities
    - Skill in implementing individualized education and transition programs
    - Capacity to support students in their health, wellbeing and learning needs.

- **Teaching and Learning Assistance**
    - Ability to support teachers in organizing and preparing classroom resources
    - Understanding of various learning strategies to aid student engagement
    - Competency in recording student performance data and progress
- **Behaviour and Wellbeing Support**
    - Ability to follow and implement health care or behaviour plans
    - Strong observational and problem-solving skills for student welfare
- **Personal Care and Health Support**
    - Capacity to assist students with personal care, hygiene, and toileting needs
    - Knowledge of first aid procedures and medication administration
    - Ability to document and report interventions appropriately
- **Communication and Collaboration**
    - Strong interpersonal skills to work with teachers, students, and support staff
    - Ability to use assistive technology to communicate with students
    - Competency in liaising with multidisciplinary teams for student support
- **Safety and Compliance**
    - Awareness of workplace health and safety regulations in a school setting
    - Ability to handle emergency situations and ensure student safety
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**Signature**

Incumbent name Incumbent signature Date