



**Position Description:** Education Support/Integration Aide

**Positions Available:** Full Time and Part Time Roles

**Reports to:** The Principal

**Contact:** [admin@lyrebirdcollege.vic.edu.au](mailto:admin@lyrebirdcollege.vic.edu.au)

[www.lyrebirdcollege.vic.edu.au](http://www.lyrebirdcollege.vic.edu.au)

### **Introduction**

Lyrebird College is an independent school in Coldstream in the Yarra Ranges, pursuing excellence in the education of children with an Autism Spectrum Disorder (ASD) from foundation to year 10.

The Education Support position at Lyrebird College provides a wonderful opportunity for the successful applicant to join a new and vibrant school. Lyrebird College Education Support staff will work collaboratively with teachers and ABA therapists, utilising the principles of Applied Behaviour Analysis (ABA), to support the delivery of learning programs within the Victorian Curriculum framework. With a strong focus on student health and wellbeing, excellent staff to student ratios and the commitment to fostering a fun and safe learning environment we will celebrate and promote the growth and development of all students.

The College vision, mission and values are outlined on our web page.

### **Position Requirements**

#### **Personal attributes and skills**

- Passion for educating students with an Autism Spectrum Disorder.
- A warm, friendly and positive personality.
- The ability to think creatively, anticipate and solve problems.
- Self-motivation, good organisational skills, and the ability to prioritise workloads effectively.
- The ability to work in a collaborative environment as a member of a cohesive team.
- Committed to keep up to date with current research and willingness to undertake further professional development.

#### **Qualifications and training**

- Experience in working with children with a disability.
- Experience in working in a secondary or upper primary setting.
- Experience working with children with an Autism Spectrum Disorder.
- Current Working with Children Check and Police Check.
- Knowledge of Applied Behaviour Analysis (ABA) beneficial.
- First aid certificate or be willing to obtain one.

## Lyrebird College

### Employment requirements

- The right to work in Australia.

### Role Description

The Education Support Staff at Lyrebird College will work collaboratively with class teachers and ABA Therapists, utilising the principles of Applied Behaviour Analysis (ABA), to help achieve individual student goals relating to education, communication, language, self management and life skills.

The key roles of the Education Support staff may include but are not limited to:

- Provide basic physical and emotional care for students.
- Support students with challenging behaviours compassionately.
- Contribute to the running of the College by following daily rosters and routines.
- Assist with toileting, meals and administration of medication to students requiring special care.
- Assist with the supervision of students in playgrounds, at camps, on excursions, in sporting activities, therapy activities and life skills.
- Assist in the preparation of student resources and equipment.
- Prepare basic curriculum support resources.
- Set up and put away equipment and materials in support of teaching programs.
- Observe students and draw the attention of the class teacher to them where necessary.
- Assist students with the preparation of meals.
- Ensure work areas and materials, equipment and appliances are maintained in a clean and ready to use condition.
- Assist in implementing Applied Behavioural Analysis strategies for children with an Autism Spectrum Disorder.
- Assist the implementation of functional assessments and analysis.
- Assist in delivering individual learning programs for students.
- Maintain and develop a positive approach to behaviour change.
- Contribute as an effective team member in a high performing team environment.
- Assist in monitoring, evaluating and reporting student progress in key learning areas.
- Assist in implementing strategies to achieve targets related to student learning outcomes.
- Assist in implementing behaviour intervention plans and strategies.
- Contribute to the development of exemplary home-school partnership.
- Support a child safe environment in line with the child safe standards and the ethos of the College.
- Support a range of student activities including support and welfare programs.
- Contribute to a range of co-curricular programs.
- Participate in meetings, as required.
- Other duties as reasonably directed.

The Education Support staff will work with the Principal, teachers, staff, parents, students and the broader College community to help build an inspiring collective vision and contribute to the ongoing development of the College.

## Lyrebird College

### Child Safety

Lyrebird College is committed to ensuring that all those engaged in our school promote the fundamental right of children and young people to be respected and nurtured in a safe school environment. We have zero tolerance of child abuse and expect all of our staff to:

- Be aware of, understand and comply with the School's Child Safety and Wellbeing Policy and Code of Conduct, including the Child Safe Standards, and demonstrate behaviours in accordance with these.
- Respond according to the College's policies and procedures when interacting with children and young people, taking all allegations and concerns very seriously.
- Be committed to providing a safe environment for all children and young people, promoting physical, emotional and cultural safety.

In line with this commitment, Lyrebird College has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse and set up processes to properly respond to allegations of child abuse.

Please note: in the safety interests of our students, some of whom may be non-verbal, spaces where students interact with adults are monitored by video.

### Start Date

The start date is 25 January 2023.

### Salary and Conditions

Salary will be negotiated with the successful candidate commensurate with experience and skills.

Attractive Salary packaging options.

Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.

A probationary period applies during the first year of employment and induction and support programs provided.

### Vaccination requirements

For positions in special education settings, a person is not eligible for employment unless they meet the vaccination requirements on commencement in the position.

### EEO AND OHS Commitment

Lyrebird College is committed to the principles of equal opportunity, and diversity and inclusion for all. We value diversity and inclusion in all forms – gender, religion, ethnicity, LGBTIQ+, disability and neurodiversity. Aboriginal and Torres Strait Islander candidates are strongly encouraged to apply for roles within the College. Lyrebird College recognises that the provision of family friendly, supportive, safe and

## Lyrebird College

harassment free workplace is essential to high performance and promotes flexible work, diversity, and safety.

### How to Apply

Applicants are requested to provide written responses to the Position Requirements with reference to the desirable *Personal attributes and skills* and *Qualifications and training*.

Please also include in your submission a CV outlining your qualifications and experience, inclusive of contact details for three referees and the nature and length of referee relationship.

For security and ease, we ask that all documents submitted are in PDF format.

Interested applicants are encouraged to make contact to discuss the role and the school more broadly with the Principal on 0407 175 507 prior to submitting their applications.

Please address all enquiries and applications to The Principal at: [admin@lyrebirdcollege.vic.edu.au](mailto:admin@lyrebirdcollege.vic.edu.au)