NOWRA ANGLICAN COLLEGE
Diverse Learning Aide
Temporary 0.8 FTE

Who we are, and what we commit to:

Respect | Compassion | Wisdom

Nowra Anglican College is a respectful community grounded in Christ's compassion, learning to live with wisdom.

Position Overview:

Utilising training and experience, the Diverse Learning Aide plays an essential role, working collaboratively with teachers of students with disabilities and learning needs. Under the supervision and direction of a teacher, a Diverse Learning Aide is responsible to the Head of Diverse Learning for:

- Providing assistance in school routines;
- Classroom activities; and
- The care and management of students with learning and behaviour needs and disabilities.

The School:

Nowra Anglican College is committed to providing a dynamic and supportive learning environment from Preparatory to Year 12. Our teaching and learning framework is based on the principles of Building Learning Power where resilience, resourcefulness, reflectiveness and relationships are developed and fostered

The area is a fast-growing regional centre in NSW with a diverse range of employment and recreational activities and services. Locals enjoy an all-encompassing coastal lifestyle with easy access to both the mountains and beaches.

Position Title	Diverse Learning Aide
Appointed by	Principal
Responsible to	Head of Diverse Learning
Key working relationships	Head of Diverse Learning Junior School, Diverse Learning team, teaching staff
Last updated	May 2026

Involvement in the Life of the School	The Diverse Learning Aide will be a part of the: ● Diverse Learning Team ● Welcome team All staff are required to ● Attend Staff Devotions. ● Attend other staff meetings and committee meetings when required. ● Coordinate/participate in a co-curricular activity such as a music ensemble, a lunchtime club or sporting team. ● Perform other duties that are deemed appropriate by and in negotiation with the Principal as required from time to time.

Duties	A Learning Support Aide is required to assist teachers in school and community settings in: ● The implementation of individual education programs and individual transition programs; ● Providing opportunities for students to develop personal, social, independent living and prevocational skills ● The supervising of students on excursions, work experience and travel training programs; ● Supervision of students in their care ● Supervision of students in the Inclusion Room Learning Support Aides will assist teaching staff with administration duties such as: ● Recording of classes where necessary ● Duplicating materials and photocopying ● Issuing learning materials to classroom teachers ● Arranging furniture within classrooms where required ● Make charts, worksheets or drills for identified students ● Get supplies & materials for particular lessons eg art, cooking ● Type stories on computer or assignments with necessary accommodations ● Make the planned accommodations to tests, eg. Reformat page so that less number of questions appear. Have questions/details identified by the teacher ● Do bulletin boards or displays in room ● Search for books or audio visual materials related to theme or topic ● Enlarge stencils for visually impaired (specific size or colour information should be sought from the specialist teachers) ● Make up visuals e.g. timetables, for use in communication etc. Whilst the teacher is teaching lessons the Learning Support Aide can: ● Read or re-read the material to student or group of students ● Scribe for the student ● Listen to student/s read ● Provide the student with prompts, cues, & ideas to assist completion of tasks ● Help student/s practise drama activities; social skill programs etc. ● Practise flashcards or other activities with students ● Edit students' writing ● Keep records of student progress eg entries to class chart, reward list, merit cards etc ● Administer oral or separate tests to students ● Provide feedback to students and/or to the teacher **Confidentiality**

	Confidentiality is a vitally important component of the role of a Diverse Learning Aide. In this role, staff could be privy to confidential material and information about a student and parents that should never be discussed outside the school, or with other staff members. It is not part of the Diverse Learning Aide's role to report to parents on student progress, except at the student's review meeting when invited. Confidentiality needs to be guaranteed around some issues, including: ● Personal information ● Information about students and their families that may be discussed to illustrate a point ● Information about workers' perceptions of other agencies .
Duties - Corporate	● Contribute to and maintain the College's reputation, ethos and values with colleagues, students and the wider community. ● Encourage students to know and live the College values in all aspects of their lives. ● Encourage students to wear the College uniform correctly and with pride. ● Model and uphold a high standard of professional behaviour.
Selection Criteria	● Qualifications in Learning Support, Education Support or equivalent ● Experience in working with children with a disability/learning needs which may include intellectual and physical disability, behavioural disturbances, Autism Spectrum Disorder, ADD/ADHD, poor literacy/numeracy skills, poor health and mental illness ● Enthusiastic and passionate about working with children with disabilities/ learning needs ● Understands key issues affecting students with learning needs including the respect for privacy, socio-emotional needs such as self-esteem, and ● Understands the role of parents and key health professionals as key stakeholders ● Collaborative and willing to work and support teaching staff ● Effective written and verbal communication skills when dealing with parents, colleagues and students ● A Working With Children Check (WWCC).
Workplace Health and Safety	The Diverse Learning Aide will comply with all relevant policies and procedures relating to Workplace Health and Safety and report all hazards and unsafe workplace practices to the Health and Safety Committee.

Working with Children Check	The Diverse Learning Aide will be required to hold a current paid employee Working with Children Check clearance and comply with all relevant policies relating to Working with Children.
Performance Review	All members of staff will undertake an annual Performance Review which is designed to strengthen workplace relationships, career development and effective workplace participation.
Position Holder	
Date Appointed	