PRINCE ALFRED COLLEGE

Position Description

Position Title	Learning Support Co-Educator
Award/Agreement	PAC Enterprise Agreement 2025
Reporting Line	Inclusive Education Co-ordinator
Direct Reports	Nil
Reviewed Date	November 2026

Role Purpose:

The Learning Support Co-Educator role is designed to support those students with a particular need for supervision in their learning environment because they have a specific learning difficulty and/or developmental disability.
The Learning Support Co-Educator will work with students in a one-to-one setting and in small groups, both in mainstream and learning support classes. They will need to liaise with teachers and assist them in providing for the needs of students with special needs. The Learning Support Co-Educator will also have administrational roles, set by the Inclusive Education Coordinator. These will include creating and collating resources, general filing and data entry.

Key Responsibilities:

The Learning Support Co-Educator will also be required to oversee the daily routine of students with special needs. This will involve assisting the student in:

- Personal time management.
- His management of his belongings.
- Ensuring he attends class as required.
- His classroom work as directed by the classroom teacher.
- An holistic pastoral care focus.

The Learning Support Co-Educator will also assist the students' teachers by:

- Liaising with them on what the student is required to do.
- Removing the student for individual assistance as required.
- Preparation of visual timetables/schedules and alternative worksheets and resources as required.

Key Knowledge and Skills:

The Learning Support Co-Educator will have experience in working with students with learning difficulties. Experience in working with students with an Autism Spectrum Disorder is desirable. The ability to work with individual and small groups of students, and experience with computer based learning programs are important.

The Learning Support Co-Educator will:

- Demonstrate strong interpersonal qualities.
- Appreciate the varied ways in which students learn and may be supported.
- Be computer literate.
- Be motivated and organised.
- Enjoy working with young people.

Compliance Requirements:

- Working With Children Check (mandatory)
- RRHAN Fundamentals (mandatory)
- RRHAN Masterclass (mandatory/optional)
- Protective Practices (mandatory)
- First Aid (desirable/mandatory)
- Teacher Registration (mandatory)
- Working at Heights (mandatory/desirable)
- Lifeguard (mandatory)