



KINROSS WOLAROI
— SCHOOL —

Expressions of Interest:

Learning Enhancement Aide

Junior School

Maximum Term Contract – Term 4 2025

Candidate Information Pack

Closing Date: 25 September 2025

September 2025



About Kinross Wolaroi School

Kinross Wolaroi School is a co-educational, independent day & boarding school of the Uniting Church. The School has a proud tradition of educating young people in its regional context and has been doing so for more than 140 years.

With a strong history of excellent academic results along with a diverse co-curricular program, Kinross Wolaroi School is a non-selective school with over 1,000 students (including more than 330 boarders in Years 7 to 12), located in the regional centre of Orange, NSW. We firmly believe that the enjoyment of learning and the wellbeing of our students are paramount. Our students learn to think independently and develop a sense of authenticity that will be valuable in a world that is constantly evolving.

The School has two main campuses. The main campus, called *Wolaroi*, is a picturesque campus of 20 hectares and accommodates the main teaching facilities as well as the boarding facilities for boys boarding. A second campus, called *PLC*, is located approximately five kilometres west of the main campus (on the opposite side of the city of Orange) and houses the girls' boarding facilities, a number of staff residences, a recreation and examination centre, an outdoor swimming pool and playing fields.

All classroom activities (the normal school day activities) for all students enrolled in Pre-K to Year 12 occur on the Wolaroi Campus. The main campus also includes a performance theatre, an auditorium, a sports complex including gymnasium and indoor swimming facilities, a medical centre as well as five playing fields.

For more information on our School, please visit www.kws.nsw.edu.au



POSITION OBJECTIVES & RESPONSIBILITIES

The Learning Enhancement Aide (LEA) assists the Junior School Learning Enhancement Team to identify, resource and implement appropriate academic and co-curricular adjustments and classroom strategies to meet the learning needs of students. The primary goal of the LEA is to ensure that students with a disability are academically and socially supported to engage with and have the opportunity to enjoy all aspects of schooling life.

The Learning Enhancement Aide (LEA) is responsible for day-to-day administrative tasks within the Learning Enhancement Team as directed by the Coordinator of Learning Enhancement (Pre K – 6).

The Learning Enhancement Aide can expect to liaise with:

- The Principal
- Executive Director, Head of Junior School
- Director, Assistant Head of Junior School
- Classroom Teachers
- Students
- Director, Wellbeing
- The Coordinator of Learning Enhancement
- Parents
- External Providers



POSITION DESCRIPTION

Duties related to the position include, but are not limited to the following:

Key Word	Duties
Learning Enhancement Aide	<ul style="list-style-type: none">• Work collaboratively as a team member• Complete tasks as directed by the Coordinator of Learning Enhancement• Communicate and collaborate with others to implement programs and activities to suit individual needs of students• Work in classrooms to support students• Work with students individually or in small groups on tasks provided by the class teacher• Lead targeted small group teaching programs in literacy and numeracy including but not limited to MiniLit, MacqLit, and Maths Mastery• Maintain anecdotal record on students for use in reviewing student's development.• Meet fortnightly with the Supervisor to provide feedback on student progress• Playground supervision• Other duties as requested by the School
Student Support	<ul style="list-style-type: none">• Assist in the conducting of routine assessments to identify students with learning needs• Work 1:1 with targeted students• Work with small groups of students• Work regularly in classrooms to support staff and assist individual students



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Key Word	Duties
Student Support	<ul style="list-style-type: none">• Assist students with identified needs as required• Assist students with literacy and numeracy needs• Assist students with organisational needs
General	<ul style="list-style-type: none">• Promote literacy and numeracy skill development within the school• Contribute to the Learning Enhancement Team with professional dialogue relating to best practice regarding student support services
Other Duties	<ul style="list-style-type: none">• Attend to other matters appropriate to the position, consistent with the skills of the incumbent as directed by the School

Professional Review

This position description as outlined above is intended as a framework for professional review. The School reserves the right to alter roles and responsibilities requirements as required.

Reporting

In all matters concerning their employment, all employees are ultimately responsible to the Principal. However, in relation to this role, for practical purposes these functions are delegated to the Head of Junior School. For day-to-day operational matters the position will be responsive to the directions of the Coordinator of Learning Enhancement or Assistant Head of Junior School



SELECTION CRITERIA

General Expectations for staff at KWS:

- Support for the culture of an Independent Uniting Church School is an essential prerequisite for all employees.
- Willingness to support the Mission and Values of KWS.
- Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and professionally attired.
- Take an active interest in the general life of the School – supporting policies, procedures, aims and objectives to facilitate the day-to-day operation of, and promote a high quality of education within, the School.
- Attend staff meetings and training when required.
- Ensure all students and parents are provided with a quality service in a timely, efficient, and friendly manner.
- Maintain professional confidentiality concerning information about staff and/or students and their families.
- Ensure that all documents are prepared and presented in accordance with the School's Style Guide.

Personal Qualities

- Highly developed interpersonal skills with the ability to develop and maintain constructive working relationships at all levels across diverse groups, including teaching and non-teaching staff.
- High degree of discretion, initiative, and personal organisation.
- Ability to remain calm under pressure.

Essential Professional Criteria

- Certificate IV Teacher's Aide, Education Support or equivalent qualifications with experience working with a diverse range of needs.
- Energy, enthusiasm and a passion for assisting students with learning across the multiple curriculum areas
- Effective prioritisation skills with good oral and written communication skills



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- Collaborative and willing to work with and support staff, parents and external agencies
- An understanding of key child protection regulations, WH&S issues and relevant discrimination legislation such as Disability Standards for Education 2005 (Cth)
- Understanding of key issues affecting students with learning needs including privacy laws, socio-emotional needs such as anxiety and self-esteem, and understands the role of parents and key health professionals as significant stakeholders
- A working knowledge and experience dealing with a range of additional learning needs including intellectual and physical disability, behavioural disturbances, Autism Spectrum Disorder, ADD/ADHD, poor literacy/numeracy skills, poor health and mental illness, or a willingness to gain this experience
- Experience managing student data and information, including sensitive information

Working with Children Clearance

The *Child Protection (Working with Children) Act 2012 (NSW)* applies for anyone working in child related employment. It is expected that a verified Working Children's Check Clearance will be provided before commencement of duty for any role at the School and that the employee will ensure this clearance is maintained and updated as required whilst ever employed at KWS.

Workplace Health & Safety

- Be informed of and comply with WHS legislative and associated requirements (as employer makes information available, employee is to take steps to understand how it applies to self).
- Observe Kinross Wolaroi School WHS Protocol.
- Identify WHS information and training needs for self.
- Be involved in WHS projects according to priorities set by consultative processes and management direction.
- Comply with WHS initiatives as directed and agreed with management and consultative processes.
- Comply with safe work procedures as instructed by supervisor or manager.
- Comply with legal and reasonable instructions from employer representatives.
- Report all hazards, accidents and incidents to your supervisor and comply with WHS committee recommendations.



APPOINTMENT CONDITIONS

Employment will be offered on the basis of a part time, maximum term role for the duration of Term 4 2025.

Employment will be offered subject to a period of probation, defined as six months in accordance with *the Fair Work Act 2009* (Cth).

The terms of employment are governed by the *Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025 (CMEA)* as it applies from time to time, or any industrial instrument that replaces the MEA.

Comprehensive terms and conditions of appointment will be the subject of a separate employment agreement.

Right to Work in Australia

Kinross Wolaroi School is not in a position to sponsor entry into Australia. In applying for an Australian based position, you will be expected to already have a valid Australian work permit (permanent residency or applicable work visa). Information on Australian visas and working entitlements are available from the Department of Immigration.



APPLICATION

To make a confidential enquiry about the position, please contact the Human Resources Department on recruitment@kws.nsw.edu.au.

To apply for this exciting role, please submit the following to recruitment@kws.nsw.edu.au:

- **A cover letter** outlining your overall suitability for the position, including insights into who you are and what you have achieved during your career. Please ensure your cover letter addresses the Essential Knowledge, Skills and Attributes as well as the Essential Professional Criteria.
- **A Curriculum Vitae (CV)** clearly outlining your qualifications (including the institution and the date completed), career history and current contact details.

Please include at least two referees at the end of your CV with their name, current position and contact details.

Referees will not be contacted without your prior agreement.

or addressed to

Human Resources
Kinross Wolaroi School
Locked Bag 4
Orange NSW 2800

Preferred applicants will be screened in accordance with Child Protection legislation.