



KINROSS WOLAROI
— SCHOOL —

Learning Enhancement Aide

Permanent, Part Time

Junior School

Candidate Information Pack

September 2026



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 approximately 1,000 students enrolled (including more than 330 boarders in Years 7 to 12), located in the regional city 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 Support	• Work collaboratively as a member of the Junior School Learning Enhancement Team. • Undertake duties as directed by the Coordinator of Learning Enhancement. • Work collaboratively with teachers and relevant staff to implement adjustments, programs and activities that respond to students' individual learning needs. • Support students in classroom settings, individually and in small groups, under the direction of the classroom teacher or Coordinator of Learning Enhancement. • Deliver approved targeted literacy and numeracy intervention programs, including MiniLit, MacqLit and Maths Mastery, where appropriately trained and directed. • Assist students to develop literacy, numeracy, organisational and independent learning skills. • Support students to access and participate in academic, social and co-curricular activities. • Assist with routine assessments and the collection of information used to identify and monitor students' learning needs, as directed by the Coordinator of Learning Enhancement. • Maintain accurate and objective records of student participation, progress and support provided. • Provide regular feedback to the Coordinator of Learning Enhancement and relevant teachers regarding student progress. • Assist with playground and other student supervision duties as required. • Maintain professional confidentiality and handle student information in accordance with School policies and applicable privacy requirements.



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Key Word	Duties
Collaboration and Communication	• Develop positive and professional working relationships with students, staff, parents and external providers. • Participate in Learning Enhancement Team meetings and contribute to professional discussions regarding effective student support. • Communicate relevant observations and concerns promptly to the appropriate teacher or Coordinator of Learning Enhancement. • Work collaboratively with teaching staff to support the consistent implementation of approved student learning plans and adjustments. • Participate in relevant professional learning, training and staff meetings as required.
Administration and Resources	• Assist with the preparation, organisation and maintenance of learning resources as directed by the Coordinator of Learning Enhancement. • Assist with student documentation, data entry and recordkeeping as directed. • Maintain accurate records relating to targeted intervention programs and student support. • Undertake general administrative duties associated with the Learning Enhancement Team. • Ensure sensitive student information is stored, accessed and communicated appropriately.
General	• Promote the development of literacy, numeracy, organisation and independent learning skills. • Support the School's commitment to student wellbeing, inclusion and child safety. • Comply with relevant School policies, procedures and reasonable directions. • Perform other duties appropriate to the position and consistent with the employee's skills, qualifications and experience, as directed by the School.
Other Duties	• 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

The Learning Enhancement Aide is ultimately responsible to the Principal through the Executive Director, Head of Junior School. For day-to-day operational matters, the position reports to the Coordinator of Learning Enhancement (Pre-K–6) and may also receive direction from the Director, Assistant Head of Junior School.

The School reserves the right to reasonably vary the duties and responsibilities of the position to meet operational requirements.

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 attire.
- 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 in School Based Education Support, or an equivalent relevant qualification.
- Demonstrated experience supporting students with diverse and additional learning needs.
- Experience providing individual and small-group literacy and numeracy support.
- Energy, enthusiasm and a genuine commitment to supporting student learning and wellbeing across curriculum areas.
- Strong organisational and prioritisation skills, with effective written and verbal communication skills.
- Demonstrated ability to work collaboratively with students, staff, parents and relevant external providers.
- Understanding of child protection obligations, workplace health and safety requirements and the Disability Standards for Education 2005 (Cth).
- Understanding of factors that may affect students with additional learning needs, including social and emotional wellbeing, self-esteem, privacy and access to learning.
- Knowledge of a range of additional learning needs, or a demonstrated willingness to develop this knowledge.
- Demonstrated ability to maintain accurate records and manage sensitive student information with discretion and confidentiality.
- Commitment to ongoing professional learning and the implementation of evidence-informed student support practices.

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 a permanent, part-time basis, with the start date to be negotiated.

The role entails working (5) five days per week, from 8:00am to 1:00pm, totalling 25 hours per week.

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

Employment conditions are governed by the *Independent Schools NSW (Professional and Operational Staff) Cooperative Multi-Enterprise Agreement 2025* (CMEA), as amended from time to time, or any subsequent industrial instrument that replaces it. The position of Learning Enhancement Aide is classified at the Classroom Support Services Level 3.1 of the MEA. The applicable 2026 full-time annual rate is \$84,639. Based on the proposed part-time working arrangement (0.65 FTE), the averaged hourly rate is \$35.42, resulting in an indicative annual salary of \$46,169, plus superannuation at the SGC rate.

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.