

THE ROLE



Senior School Learning Enrichment Assistant

Position Title	Senior School Learning Enrichment Assistant
Level	Classroom Support Services
Commencement Date	Term 1 2026
Hours	Permanent Full Time

Thomas Hassall Anglican College is a vibrant P-12 independent College located with close access to the M5 and M7 in the growing southwest of Sydney. We are committed to challenging our students to look beyond boundaries and to use their gifts and talents to make a difference in the world. We are guided by our vision – Growing and Nurturing Excellence in Learning, Wisdom and Service.

The College is seeking to employ a passionate assistant who has experience in the planning and implementation of adjustments for students with identified needs. The successful applicant will be appropriately qualified and ready to work within a professional and cohesive team.

Key Selection Criteria

the successful applicant for the above position must be able to provide evidence to support the following criteria:

- Strong personal Christian faith and be a regular and practising member of a Bible-based Christian Church
- Experience in collaborative planning processes for students with identified needs including monitoring, and review of adjustments is an advantage
- Excellent knowledge and understanding of how to implement Individual Educational Plans
- Accurate and thorough management of documentation
- Demonstrated excellent communication and interpersonal skills, critical analysis and problem-solving skills
- Ability to prioritise and work as part of the Learning Support team, as well as teachers, parents, students and external specialists

Qualifications

- Certificate in Education Support is a benefit
- Experience in a high school setting and experience working with students with ASD, anxiety and ADHD would be highly regarded.

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Applications should include:

- Cover application letter
- Completion of Employment Application form available on the College website - This should include the names, addresses and phone numbers of three confidential referees. One of these needs to be from a Christian Minister.
- Resume outlining teaching, leadership and other experience relevant to the position
- Written response addressing the Key Selection Criteria in a maximum of 2 pages
- Valid NSW Working with Children details (WWCC)

Thomas Hassall Anglican College is dedicated to maintaining a child-safe environment and is committed to the safety, welfare and wellbeing of all children and young people entrusted to our care. Our Child Safe Program includes A Child Safe Policy developed in alignment with the Child Safe Standards, background screening and reference checks. We have a zero-tolerance for child abuse and are committed to doing what we can to keep students safe from harm.

To apply, please complete an [Application Form](#) or visit our [website](#) for more information.

CLOSING DATE FOR APPLICATIONS: Friday 16 January 2026

**Please note applicants will be considered for interview upon receipt of application.
Appointments may be decided before the closing date.**

Any enquiries, please contact employment@thac.nsw.edu.au.

ROLE DESCRIPTION



Senior School Learning Enrichment Assistant

Primary Purpose:

The Learning Enrichment plays a key role in ensuring that the specific needs of students with disability and additional learning and support needs are met.

The Learning Enrichment Assistant will work with Senior School students and teachers to improve literacy and learning.

Accountable to:

The Principal through the Head of Senior School and Senior school Learning Enrichment Coordinator

Directly reports to:

Senior School Learning Enrichment Coordinator

Relates to:

1. Senior School Learning Enrichment Coordinator
2. Teaching Staff
3. Learning Enrichment Assistants
4. Senior School students

Major Responsibilities

A Learning Enrichment Assistant is responsible to the Principal through the Head of Senior School. A Learning Enrichment Assistant may be called upon to assist with the following learning support duties:

- Providing Learning Enrichment on-class coverage for the highest needs classes in each year. This involves working with the classroom teacher who makes adjustments to learning in the classroom. Reading with students in English classes during Reading Time. Occasional support with copying and providing materials as directed by the classroom teacher.
- Assist with high needs classes in other Faculties as the need arises, such as in Science Practical lessons when requested.
- Assist students with specific needs in the scaffolding of tasks and examination preparation during lunch time, recess and in class time as required.
- Assist students with special needs in movement around College and organisation of materials when required.
- MULTILIT tutor with individual students. Running MULTILIT Placement tests. Collaborating with other LEAs and teachers for class withdrawal. Maintaining student folders and recording achievements. Preparing emails for the Co-ordinator to send to parents with progress reports.

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- Assist students with the Readtheory.org reading program with individual students in tandem with MULTILIT.
- Assist with preparing and processing assessment tools such as The South Australian Spelling Test, The Neale Reading Assessment and The York Reading Assessment.
- Assist with data collection and processing for National Consistent Collection of Data.
- Assist with planning, minutes, typing and uploading of Case Meetings and IAPs.
- Assist with planning and running of Disability Provisions Examinations within the College, for NAPLAN and for applying for the HSC Examination. This may include preparing timetables, cover sheets, checking on student or parent Reader/Writers, Reader/Writing for students and assist in supervising students.
- General clerical assistance when needed.
- Participate in Professional Development courses and College Staff Meetings when appropriate.
- Attend Learning Enrichment Departmental Meetings and attend Professional Development groups such as Network and courses as appropriate.
- Perform any duties as required by the Principal or his nominees from time to time.

The Learning Enrichment Assistant is expected to be present at:

- all mandatory College events,
- all mandatory professional development activities
- fulfil playground duties when required

This role description is underpinned by the College Policies, Procedures and Guidelines