



LEARNING SUPPORT OFFICER

Responsible to: **PRINCIPAL**

Report to: for Learning and Teaching matters:

Learning Enrichment Leader

Report to: for Professional Conduct and Pastoral Care:

Business Manager

Position Description – Learning Support Officer

STATEMENT OF DUTIES	
Supporting Student Learning	<ul style="list-style-type: none"> • Support students experiencing learning difficulties in the classroom by assisting and encouraging students individually and in small groups • Work in classrooms to assist students across the day and where necessary during recess and lunch • Liaise with staff regarding student progress and requirements to assist learning • Ability to work one on one with staff to plan and deliver ILP's • Have the capacity and interest in developing, implementing and participating in targeted programs to support learning, as required • Support and assist in developing the organisation skills of students with learning difficulties. • Monitor and support the social-emotional development of individual students and report concerns back to the LEC team • Participating in Program Support Groups Meetings as required • Participate in the afterschool homework club from time-to-time • To analyse data relevant to the students listed on the NCCD • Support the work of the NCCD team in collecting evidence of learning adjustments and reporting processes • Participation in school camps, sporting events, excursions and professional development as required
Pastoral Care and Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects school values • Implement strategies which promote a healthy and positive learning environment
Teaching and Learning	<ul style="list-style-type: none"> • To liaise with the Learning Enrichment Leader in monitoring progress of students in the LEC. • To work collaboratively with the Learning Enrichment Leader to promote best practice for all students experiencing learning difficulties. • To encourage teachers to be aware of current developments in pedagogy, including technology that will assist students with a learning difficulty
Professional Learning	<ul style="list-style-type: none"> • Have current knowledge of strategies to assist students with learning difficulties. • Commit to ongoing professional development. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal process

Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program • Proactively encourage students to participate in co-curricular activities • Act as a role model for participating students • Create and maintain a safe environment in which students may enjoy their participation
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Maintain currency of first aid, mandatory reporting, epilepsy and anaphylaxis training • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities • Demonstrate professional and collegiate relationships with colleagues • Uphold the professional standards expected of a Learning Support Officer • Record activities undertaken with students for NCCD purposes • Other duties as directed by the Principal

SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ
Commitment to Child Safety	<ul style="list-style-type: none"> • Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) • Be a suitable person to engage in child-connected work • Commit to building a culture of Child safety at the college
Education	Essential: <ul style="list-style-type: none"> • Working with Children • National Police Check
Experience	Desirable <ul style="list-style-type: none"> • Experience in the area of working with students with a disability desirable • Qualifications in the area of students with a disability or working towards
	Desirable Other: <ul style="list-style-type: none"> • Possession of a qualification in Education or working towards such a qualification • Possession of relevant post-graduate studies (or working towards such qualifications) • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum • Demonstrated experience in using ICT
Skills/Attributes	<ul style="list-style-type: none"> • Ability to work effectively as part of a team sharing observations and expertise, cooperatively implementing programs and providing mutual support • Excellent oral and written communication skills, including ability to communicate with children, parents and the school community • Ability to demonstrate an understanding of appropriate behaviours when engaging with children • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Self-motivation and an ability to work without direct supervision • Ability and willingness to accept policy directives • Highly effective time management skills • Ability to develop an excellent rapport with teenage students with a range of special learning needs and disabilities

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| | <ul style="list-style-type: none">• Understand the need for confidentiality when working with students with learning difficulties and their families |
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