

# POSITION DESCRIPTION

## Learning Support Officer

### St Catherine



The Learning Support Officer (LSO) is responsible to the Principal through the Learning Diversity Director, Learning Diversity Leader and Deputy Principal Staff.

Learning Support Officers (LSOs) provide invaluable assistance to students and play a vital role in helping teachers deliver effective support for all learners, with a particular focus on students with diverse learning needs. For these students, collaboration with the LSO is essential to ensure access to the curriculum and to provide the targeted support required for success. It is important that the teacher and LSO work collaboratively both before and during class to address individual learning needs and to make the most effective use of the resources within the classroom, thereby enhancing each student's learning experience.

The position requires a high level of competency in a wide range of areas and commitment to the values and ethos of Catholic education.

#### **CHILD SAFETY:**

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make.

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

#### **LOCATION**

The primary place of work is St Catherine campus. However, at the Principal's discretion the Learning Support Officer may be required to perform duties at St Clare or any other campus operated by Kolbe Catholic College.

#### **RESPONSIBILITIES:**

##### *1. Student Support*

- Provide targeted assistance to students with diverse learning needs (academic, physical, behavioural, or social-emotional).
- Support students to access and participate meaningfully in classroom learning and school activities.
- Implement adjustments and accommodations outlined in Individual Education Plans (IEPs).
- Encourage student independence, resilience, and confidence.
- Assist with mobility, communication, or personal care as required.

#### *2. Instructional Support*

- Reinforce teaching and learning activities designed by the teacher.
- Support small-group or one-on-one instruction to consolidate concepts and skills.
- Assist with literacy, numeracy, and other intervention programs.
- Prepare or adapt learning materials and resources under teacher guidance.
- Monitor student understanding and provide feedback to the teacher.

#### *3. Collaboration and Communication*

- Work collaboratively with classroom teachers and specialist staff.
- Participate in team meetings to share insights about student progress and needs.
- Communicate professionally and confidentially with staff, parents, and allied health professionals when required.
- Follow directions from teachers and school leaders to ensure consistency in support approaches.

#### *4. Monitoring and Record Keeping*

- Observe and record student progress, engagement, and behaviour to inform teacher planning.
- Record daily student progress in the Learning Management System to maintain accurate NCCD records.
- Maintain confidentiality and adhere to school and system policies regarding student information.

#### *5. Classroom and School Support*

- Assist with classroom organisation and transitions to create a safe and inclusive learning environment.
- Support behaviour management strategies as directed by the teacher.
- Supervise students during school activities when appropriate.
- Always model respectful and positive interactions.

#### *6. Administrative Support*

- Assist with the development of templates for parent meetings and Individual Education Plans
- Liaise with parents and carers (under the direction of the Learning Diversity Director or Leader) to arrange meetings, share documentation, or confirm support arrangements.
- Scanning and filing of documentation
- Maintain electronic files for NCCD documentation
- Prepare meeting notes, summaries, or follow-up actions from Learning Diversity meetings

- General admin duties, such as scanning, filing, photocopying, data entry and organisation of NCCD documents.

#### OTHER DUTIES

- Attend non-teaching staff meetings and team meetings as required
- Other duties as required by and negotiated with the Principal, Deputy Principal(s) and the Director of People and Culture
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.

#### POSITION CLASSIFICATION:

- Position: Learning Support Officer – St Catherine X 4 Positions
- Remuneration: Education Support Officer – Category B, Level 2
- Tenure: Part time - ongoing.
- Review - a performance review process will be developed based on a self and peer appraisal.

#### KEY SELECTION CRITERIA

- A current National Criminal Records Check
- A current Working with Children Check Card
- Learning Support Officer Experience.
- A relevant Education Support Qualification or similar.
- Good computer skills.
- Sound Literacy and Numeracy skills.
- Responds to own training/development needs
- Highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Possess a high level of written and verbal communication skills.
- Able to prioritise a range of tasks and manage time effectively.
- Presents appropriately, following dress code, as required.
- Keeps privileged information, to which he/she is privy by virtue of the employment position, confidential and commitment to the values and ethos of Catholic education.
- Proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressure.
- Proves capability in team membership, mutual support, common goal development and achievement.
- A current Level 2 First Aid Certificate is desirable.