

POSITION DESCRIPTION

Learning Support Officer



The Learning Support Officer is responsible to the Principal through the Learning Support Coordinator and Deputy Principal (Staff).

Learning Support Officers provide invaluable support to both students with special needs and to the teachers of these students. In some cases the students are dependent on the Learning Support Officer to provide a high level of support without which they would be unable to attend the school. It is important that the class teacher and the Learning Support Officer work as a team to support these students. Teachers need to plan for those periods when they have assistance so that they make best use of this time. It is also important to chat with the Learning Support Officer regularly to ensure they are clear about what they need to do.

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

RESPONSIBILITIES:

Allocation of Learning Support

- For students who have an intellectual disability or severe language disorder assistance by a Learning Support Officer is generally allocated to Maths and English.
- In the case of behavioural or physical disability, support may be given in other curriculum areas, particularly the more practical subjects, which students may be unable to access without assistance.

- The amount of assistance a student receives is determined by: the level of support they need, time available through funding and the need to be fair to all eligible students.
- The Learning Support Coordinator determines the priorities in conjunction with the Learning Support Officer(s) at the beginning of each year and reviews this each term.
- Learning Support Officers have one period to meet with the Coordinator and one planning period per cycle. They are timetabled to classes for all other lessons.
- The Learning Support Officer will work with students in the classroom, in small groups or individually.
- The Learning Support Officer may assist other special needs students as well as the
- integration student(s) in a class, if requested to do so by the class teacher.
- The Learning Support Officer may be allocated to a Pastoral Care group, assisting the Learning Advisor with such duties.

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 – Multiple Positions
- Remuneration: Education Support Officer – Category B, Level 2
- Tenure: Part time – Fixed term.
- 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
- Possess strong inter-personal communication skills and pleasant personality;
- 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.