



*Marist-Sion College – Warragul*

## Position Description

### Learning Support Officer

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

#### STATEMENT OF DUTIES

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| <b>Position Objective</b>           | <p>To maximise educational outcomes for students with additional needs, by providing access to the curriculum in response to learning needs and Personalised Learning Plan goals (PLP).</p> <p>The Learning Support Officer works as part of a holistic team consisting of the Learning Adjustment Leader, members of the Learning Support Team, students and families. The aim is to assist the Subject Teachers with the role of educating children with special learning needs. Learning Support Officers work under the supervision of the Learning Adjustment Leader who has responsibility for the design, implementation and evaluation of education programs and related services.</p> <p><b>FTE &amp; Position Type:</b> Various/Casual<br/> <b>Employment Category:</b> Education Support Employee<br/> <b>Campus Location:</b> Warragul<br/> <b>Agreement:</b> Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> |
| <b>Organisational Relationships</b> | <p><b>Reports to:</b> Learning Adjustment Leader<br/> <b>Supervises:</b> Nil<br/> <b>Internal Liaisons:</b> Business Manager, Principal, Deputy Principals, Reception staff, Teaching and Non-Teaching staff of the College<br/> <b>External Liaisons:</b> Members of the College Community and General Public, TAFE Educators, Primary School Communities, Specialists Integration Providers.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Responsibilities</b>             | <ul style="list-style-type: none"> <li>• Assist the Learning Adjustment Leader to develop programs that will assist targeted students.</li> <li>• Prepare aids, materials and/or resources for use in classes.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

## STATEMENT OF DUTIES

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|                                 | <ul style="list-style-type: none"> <li>• Implement programs approved by the Learning Adjustment Leader through liaison with the Subject Teacher and other members of the Learning Support Team (LST).</li> <li>• Carry out work in accordance with the specialised methods, procedures and processes developed from previous operations.</li> <li>• Work with the Subject Teacher to meet the goals whilst also acting as the support person to the students.</li> <li>• Provide assistance to the Subject Teacher by working with the students in small groups or individually (either in the classroom or outside the classroom).</li> <li>• Maintain records of students' progress and performance.</li> <li>• Communicate the progress of students to the Learning Adjustment Leader.</li> <li>• Assist the educational outcome of students by recommending possible actions to the Subject Teacher and Learning Adjustment Leader.</li> <li>• Assist the educational outcome of at risk students by recommending possible actions to the Learning Adjustment Leader or the student's Tutor.</li> <li>• Attend Program Support Group (PSG) meetings and other College gatherings where requested by the Learning Adjustment Leader.</li> <li>• Attend special sessions conducted by LST staff or contract professionals (e.g. speech therapist) where requested by the Learning Adjustment Leader or the Specialist.</li> <li>• Attend excursions and outings where students require assistance.</li> </ul> |
| <b>Child Safety</b>             | <ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>Professional Development</b> | <ul style="list-style-type: none"> <li>• Be open to professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continue development of ICT skills as technologies evolve.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>General Duties</b>           | <ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

## STATEMENT OF DUTIES

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|                          | <ul style="list-style-type: none"><li>• Other duties as directed by the Principal and Learning Support Leader.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>Skills/Attributes</b> | <ul style="list-style-type: none"><li>• Friendly, patient and understanding</li><li>• Positive and comforting</li><li>• Appropriate organisational and planning skills</li><li>• Knowledge of computer technologies used in an education environment</li><li>• Good literacy and numeracy skills</li><li>• Good research skills</li><li>• Ability to relate to and empathise with a range of people</li><li>• Good team working skills</li><li>• Excellent communication skills</li><li>• Sensitive listening and questioning skills</li><li>• Ability to cope with emotionally demanding situations</li><li>• Ability to work both on your own and with others</li></ul> |

# Selection Criteria

## Learning Support Officer

| SELECTION CRITERIA                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| <b>1. Commitment to Catholic Education</b>                                                                                                                                          | <ul style="list-style-type: none"><li>• Ability and willingness to support the College's Catholic ethos.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>2. Commitment to Child Safety</b>                                                                                                                                                | <ul style="list-style-type: none"><li>• Experience working with children.</li><li>• A demonstrated understanding of child safety.</li><li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li><li>• Be a suitable person to engage in child-connected work.</li><li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li></ul>                                                                                                                                                                                                                                                                                                      |
| <b>3. Education and Experience</b>                                                                                                                                                  | <p><b>Essential:</b></p> <ul style="list-style-type: none"><li>• Current WWC and National Police Check.</li><li>• A minimum of Certificate 2 in First aid is essential (The College will provide this training if necessary).</li></ul> <p><b>Desirable:</b></p> <ul style="list-style-type: none"><li>• Completion of Certificate III in Education Support</li><li>• Completion of an appropriate tertiary course</li><li>• Previous experience in the position of Learning Support Officer, Integration Aide or similar.</li><li>• Experience and/or knowledge of working with Computer Technology in an education environment.</li><li>• Experience working in a Secondary School environment.</li><li>• A current motor vehicle driver's license.</li></ul> |
| <b>4. Demonstrated ability to manage learning situations where support is provided on an individual or group basis.</b>                                                             | <ul style="list-style-type: none"><li>• Ability to work in a classroom environment.</li><li>• Ability to work closely with Teachers.</li><li>• Provide supported access to the curriculum on the same basis as others</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| <b>5. Excellent communication skills, written and verbal, in particular providing advice and seeking feedback from Learning Support Team members, teachers and student parents.</b> | <ul style="list-style-type: none"><li>• Ability to communicate with people on all levels, in particular directly with students and families.</li><li>• Capacity to empathise, acknowledge and advocate for students with additional needs.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

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| <b>6. Ability to problem solve and identify when situations need to be referred and to work within the Pastoral Care structure.</b> | <ul style="list-style-type: none"> <li>• Ability to handle emergency situations in a careful and responsive manner.</li> <li>• Ability to cope with emotionally demanding situations.</li> <li>• Ability to recognise pastoral needs, learning needs, and how to refer and respond to them appropriately.</li> <li>• Seek support when appropriate.</li> </ul> |
| <b>7. Ability to maintain confidentiality</b>                                                                                       | <ul style="list-style-type: none"> <li>• A demonstrated understanding of confidentiality .</li> <li>• A demonstrated understanding of Mandatory Reporting.</li> <li>• Ability to maintain concise records, ensuring high standards.</li> <li>• Ability to adhere to policies and procedures, ensuring high standards.</li> </ul>                               |