

POSITION DESCRIPTION

Position:	Enhanced Learning Support Officer.
Reporting to:	Head of Enhanced Learning.
Classification:	School Officer Level B in accordance with the Lutheran Education (Victorian Schools) Multi Enterprise Agreement 2023.
Tenure:	Luther College currently has capacity to accommodate a five day a week resource in the Enhanced Learning Support team, however, for the right applicant the College is willing to consider applications for fractional appointments also. The role will be ongoing and term time only.

Primary Role Purpose

Enhanced Learning Support assists the Enhanced Learning Centre staff to maximise learning outcomes for students who need adjustments to support learning difficulties. The centre also works to support academically gifted children to extend and broaden the learning of those who can benefit from additional challenge.

In addition, the Enhanced Learning Support Officer will assist in the coordination of student assessment and screening processes, the management of student data and records, and the administration of funding and compliance requirements associated with learning support programs.

Ongoing Responsibilities

Under the supervision and support of the Head of Enhanced Learning and individual classroom teachers, Enhanced Learning Support will:

- Work collaboratively with the Enhanced Learning Team to create a weekly timetable that is compatible with the school's intervention requirements for individual students. This will also include the time management of student free days.
- Collaborate with other members of the Enhanced Learning Support team to share ideas and strategies designed to provide students with the most positive experience in and out of the classroom.
- Liaise and plan with supervising teachers to support students requiring additional help to ensure maximum participation in the curriculum and/or extension of the curriculum for gifted students.
- Work with students individually or in small groups on activities planned by the teaching team under the supervision of the class teacher. This may include notetaking, scribing, clarifying teacher instructions, organisation of student's learning materials and general supervision.
- Observe school rules, procedures, practices and safety aspects, treating all students and staff with respect, ensuring that Child Safety Standards are observed and adhered to.
- Attend Program Support Group meetings when required.
- Document evidence of support provided for the NCCD and maintain and provide other relevant data for the purposes of satisfying government compliance and funding requirements.

- Attendance at school camps and excursions to support a student with a disability to be negotiated.
- Other duties as required by the Head of Enhanced Learning.

Key Internal Relationships and Accountabilities

Reports to the Head of Enhanced Learning.

Associated Relationships:

- Other Enhanced Learning Support Officers
- Heads of House
- Admissions team
- Students, Parents and Carers

Qualifications

- A Certificate or Diploma in Education Support is highly regarded.
- Demonstrated experience working within a school environment would be advantageous.
- A successfully completed Working with Children Check.
- National Police Check (within 12 months of issue).
- First aid and CPR

Personal Qualities

The Administration Assistant will exhibit the following personal qualities:

- Ability to build and maintain strong relationships with teachers and students alike, building trust and credibility.
- Excellent interpersonal and collaborative skills, and an ability to be able to effectively communicate with students, parents, teachers.
- Strong communication skills with the ability to adjust your style to suit student needs.
- Ability to multitask and be flexible about the delivery of supports to respond to student needs
- High levels of integrity and ability to uphold the Luther values and demonstrated behaviours and maintain confidentiality.

Key Selection Criteria

1. Experience and demonstrated skills of working with individual students with a range of disabilities and gifts.
2. Work productively and positively with team members and teachers.
4. Experience in creating confidential documentation in relation to interventions and adjustments to comply with the NCCD, Nationally Consistent Collection of Data of School Student with a disability.
5. Demonstrated ability to support the Lutheran ethos of the college, its worship and devotional program.

Our Commitment to Child Safety

All students who attend Luther College have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The college has a commitment to child safety and teaching staff will be responsible for understanding, applying and promoting the college's commitment to child safety, and its related policies and procedures.

Employment at Luther College is subject to school policies including the Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct and participating in all related mandatory training. To ensure the safety of all students, staff will take into account issues relating to

Aboriginal students, students from cultural and linguistic diverse backgrounds, or students with a disability, in addressing child protection and disclosures.

Professional Expectations

All staff are expected to:

- All employees will commit to upholding and supporting the college's Lutheran ethos and the mission of the Lutheran Church.
- Demonstrate commitment to Ministerial Order No. 1359 "Child Safe Standards – Managing the risk of child abuse in schools and school boarding premises", the Child Safe Program – Child Safety and Wellbeing Policy and Child Safe Program – Child Safety Adult Code of Conduct.
- Have a shared responsibility for risk identification of child abuse and be well-prepared in how to respond to child safety concerns.
- Be responsive and maintain respectful communications and collaborative relationships with the Luther College community.
- Adhere to and implement all safe work practices and procedures in accordance with the Luther College Occupational Health & Safety Policy.
- Work safely and report any hazards in accordance with school procedures.
- Model exemplary ethical behavior and exercise informed judgments in all professional dealings.
- Attend staff meeting/s and professional learning as scheduled each term.
- Meet expectations as set out in the Luther College Staff Handbook.

Core Leadership Behaviors

The Administration Assistant, Pastoral Care and Wellbeing is expected to role model the following behaviours:

Professional Composure: Is a settling influence within a complex environment, is not easily irritated or quick to judge, can manage reasonable stress without it affecting professional performance.

Ethics and Values: Demonstrates Christ-like values, role models expected behaviours, demonstrates honesty and integrity in all situations irrespective of complexity.

Decision Quality: Makes good decisions, based on sound data, credible educational research, collective wisdom, experience and in alignment with the College's strategic aims and objectives.

Interpersonal Expertise: Relates well to all kinds of people, easily builds rapport and trust, is respectful and diplomatic in dealings with others, represents situations accurately without embellishment and displays a genuine empathy for others.

Communication: Can communicate with clarity and purpose within a variety of settings, is an active listener, is slow to judge and form opinions, is able to interpret and respond accordingly to the non-verbal responses of others. Provides consistent public support both within and outside of the College for school-wide policy initiatives and strategic priorities.

Organisational Agility: Knowledgeable about the relational and operational complexity of organisations, works effectively to achieve strategic priorities and learning goals of the College, and understands how best to motivate and align teams of people to achieve these.

Priority and Solution Focused: Can identify what is of strategic importance and prioritises focus of self and others, accordingly, can limit distractions, overcomes blocks and barriers, is able to complete projects within required timeframes, consistently meets the goals of the organisation and exceeds the expectations of others, creates opportunities and support structures for others to be internally motivated.

Self-Knowledge: Knows personal strengths and weaknesses, reflects upon previous experiences to facilitate personal and professional growth, regularly seeks feedback from others, values transparency and accountability.

Courage and Conviction: Speaks the truth with love, corrects communicated inaccuracies, provides direct feedback to others, faces difficult situations from a clear process perspective, does not personalise professional situations unnecessarily.