



POSITION DESCRIPTION

LEARNING SUPPORT OFFICER

POSITION OBJECTIVES

To support teaching staff in delivering enhanced learning outcomes to students.

KEY RESPONSIBILITIES

Leadership and management	• Be responsible for the achievement of the College vision and goals through the development and delivery of high quality learning outcomes for all students • Embrace and enhance the position of the College as a leading provider of education • Exercise discretion and confidentiality in regards to information • Establish and maintain a supportive school environment • Have a broad knowledge of the life of the College, detailed awareness of individual boys and a willingness to give of oneself rather than simply giving of one's time
Learning support	• Support staff and students during classes in a timely and professional manner • Provide 1:1 support to students to develop and enhance their skills • In conjunction with the Teacher, recommend modifications to educational programs to meet the learning needs of specific students • Maintain a calm and caring atmosphere in the classroom • Be prepared to develop a knowledge of each of the students • Monitor students in the use and care of equipment and materials in order to prevent injuries and damage • Assist in the preparation of personal learning plans • Attend excursions, camps and other learning activities as directed • Ensure College expectations regarding study habits, dress, behavior and respectful relationships are maintained • Follow all administration policies governing students including maintaining accurate and complete student records
Relationship management	• Foster quality relationships with students and staff • Use consultative and collaborative approaches to solve problems, make decisions, develop and implement initiatives • Provide prompt, accurate and professional responses to students and staff
Child Safety	• Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
Professional Development	• Commit to ongoing professional development in your area of work • Continue development of ICT skills as technologies evolve
General Duties	• Abide by the St Kevin's College Code of Conduct • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal • Other duties as directed by the Principal • The College reserves the right to alter this position description as required to reflect emerging priorities

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SELECTION CRITERIA

Commitment to Catholic Education	• A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the mission and vision of the College
Commitment to Child Safety	• Experience working with children • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work
Education and Experience	Essential: • Experience in the provision of learning support at Primary or Secondary level • Certificate 3 in Learning Support • First Aid certificate – level 2 • Non-Government Schools Protecting Children-Mandatory reporting and other Obligations Certificate Desirable other: • Tertiary qualification
Skills and Attributes	• Ability to work autonomously and as part of a team with the ability to cultivate credibility, respect and honesty • Presents a professional and positive demeanour and is a solution orientated person • Proven ability to work collaboratively and energetically within a dynamic organisation, by being proactive, demonstrating initiative and a willingness to accept responsibility • Demonstrates a respect for and acceptance of difference in students, parents and staff • Well-developed decision making skills • Good oral and written communication skills, including ability to build rapport and communicate with children, parents and the College community • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions • Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing priorities • Ability and willingness to accept policy directives