



CATHOLIC LADIES' COLLEGE LTD

Learning Support Officer Role Description

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

As a member of the Learning Diversity team you will be expected to support the mission of the College.

Broad Overview

Under the direction of the Learning Diversity Leader, the Learning Support Officer will provide support to increase student's self-awareness and enhance appropriate expression of themselves by encouraging and assisting students who have experienced social, emotional, physical and learning difficulties to participate as fully as possible in all aspects of the school curriculum. The Learning Diversity Team encompasses Special Education and Counselling.

Key responsibilities:

The responsibilities of the Learning Support Officer include, but are not confined to:

- Assisting students on an individual or group basis in specific learning areas.
- Assisting teaching staff in dealing with under-achieving students.
- Assisting in the integration of students with disabilities into the classroom.
- Promoting special Personal Development programs in the school.
- Assisting with physical requirements of students needing special care e.g. ensure that the diabetes kit is available for students with diabetes.
- In consultation with teachers/staff, provide specialist instruction to students in specific areas (eg instruction in literacy programs, intervention and support groups, music, languages) which will enable them to enjoy control over their own lives.
- Provide feedback to the class teacher and Educational Support staff about how the student is coping with the activities, their general learning behaviour and any other observations
- Keep accurate records about the student's achievements, level of participation, behaviours, amount of assistance required and all contact with students in classes, noting any concerns to be addressed by the Learning Diversity Teachers
- Participating in the monitoring and evaluation of programs and student involvement.
- Assisting in the preparation of material or equipment necessary for use by students.
- Assisting with all clerical duties.
- Assisting with the collection, preparation and distribution of any material that requires modification.
- Attending camps, school excursions and external venues if an integration student requires support e.g Zoo
- Encouraging students to develop self-esteem and confidence in their own learning abilities.
- Assisting with the students' transition from primary to secondary school.
- Encouraging an understanding and acceptance of individuals and their differences.
- Liaising with parents of students with special needs and liaise with outside agencies when necessary as directed.
- Assisting with the communication between students and teachers, particularly the interpretation of instructions and completion of tasks.
- Help facilitate alternative assessment strategies including modified exam conditions
- Providing basic physical and emotional care for students.
- Participating in fortnightly Special Education Planning meetings.



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As many of the students access the Student Services area at lunchtime or after school, part of the role involves support for students in need during these times.

Learning Diversity Team

The Learning Diversity Team is expected to participate in the implementation of the College Mission and be guided by the College values. Members will be responsible for:

1. Facilitating specialised classes before and after school.
2. Supporting other team members during busy periods and having an understanding of each other's roles.
3. Effectively sharing information with other Student Services team staff members.
4. Attending staff and team meetings.
5. Undertaking appropriate professional development.

Selection Criteria

- Working with Children Check and National Police Record Check
- Qualification in Education Support (or equivalent) or tertiary qualifications in a related field such as Education, Psychology, Math or Science, and relevant work experience.
- Exceptional ability to relate to children. A genuine interest in supporting the learning of children with special needs and their families.
- Well-developed interpersonal and relationship building skills
- Discretion and an ability to maintain confidentiality
- Foundation level analytical and report writing skills
- Delivering Morphograph course is desirable, but not essential.
- Level 2 First Aid

Conditions

The successful applicant will have a demonstrated commitment to Catholic education and to the safety and wellbeing of children. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards.

Conditions are as per the Victorian Catholic Education Multi Employer Agreement 2018.