

ROLE DESCRIPTION

Education Support Employee LEARNING SUPPORT OFFICER



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

The Learning Support Officer works as part of the Learning Enhancement Team to ensure students with additional needs develop their full potential in all aspects of school life. The Learning Support Officer will support the smooth inclusion of students in learning environments. As part of the team, the Learning Support Officer is expected to be an enthusiastic participant in a dynamic working environment, demonstrating initiative and flexibility in responding to a variety of day to day needs.

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 ([CECV Commitment Statement to Child Safety](#)).

Such responsibility requires employees to:

- Provide students with a child-safe environment
- 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
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment

RESPONSIBILITIES AND SPECIFIC DUTIES:

- Working as part of a team ensuring the education, pastoral and social needs of students with additional needs are met
- Assisting teachers in the delivery of personalised learning plans
- Liaise with teachers and specialists as required to work collaboratively to support students' needs
- Working with teachers to assist in the delivery of individual programs
- Under the supervision and direction of the classroom teacher:
 - assisting students with understanding set tasks required and the completion of tasks
 - monitoring the completion of assignments or homework tasks
 - supporting students with learning activities
- Providing other learning assistance to students as directed
- Assisting student to undertake tests, SACs and Examinations as directed
- Monitoring and assisting students in student break times
- Supporting students in withdrawal programs, Homework Club, Maths Clubs
- Support students on camps, excursions, incursions, co-curricular activities etc as directed

- Maintain accurate and detailed records of the support provided to students in classes or at other times, as per College protocols.
- Contribute to the gathering of evidence for the NCCD
- Keep up-to-date with information on disabilities of students and how best to support them
- Participate in professional development individually and as a team
- Attend and actively participate in College and House assemblies, activities, events and programs.
- Attend to the personal care needs of students as required

Other Duties

- Other duties as required by the Learning Support Officers, or College Leadership Team
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and to address the needs of the developing College
- Attend teaching staff meetings and team meetings as required.

POSITION CLASSIFICATION:

- Education Support Officer -Level 2 - Category B

KEY CRITERIA

Applicants to the position should be able to demonstrate:

- A relevant Education Support Qualification or similar
- Good computer skills
- Sound Literacy and Numeracy skills
- A commitment to ongoing training and development
- Possess strong interpersonal communication skills the capacity to build rapport with staff and students
- Ability to work independently, collaboratively and effectively in the face of changing priorities, deadlines and pressure
- Capacity to maintain confidentiality
- Commitment to supporting the Catholic ethos of the College
- Employment will be conditional upon successful attainment of the WWC Card and police check
- Previous Learning Support Officer experience is desirable