



## Learning Support Officer

*Our mission at Catholic Ladies' College is 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. This endeavour is possible only within a Christ centered community.*

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.

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.



## General Duties

- All support staff are expected to provide assistance at the request of an Executive Team staff member and needs to be available to assist with events through a rotational basis
- Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures
- Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal

## Professional Development

- Attend training and professional learning programs to maintain skillset for this role
- Be familiar with the College's First Aid and Emergency Procedures
- Attend whole College events such as Faith days, sports events, College assemblies
- Participate in annual performance reviews

Other duties that are broadly consistent with this ESO classification and as required by and negotiated by the Principal

## Key Performance Indicators

- Satisfaction of the Learning Diversity Leader with the level and quality of support
- Ability to meet deadlines with high quality outcomes and products
- Ability to carry out a number of non-teaching duties in a spirit of teamwork and collegiality

## Selection Criteria

### Education and Experience

#### *Essential:*

- Experience working with students with additional needs
- An understanding of the Privacy Act 1988 (Privacy Act) and Australian Privacy Principles (APPs)
- Working with Children Check (Employee) & National Police Check (within 5 years of issue)
- HLTAID011 First Aid Certificate of Currency and 22300VIC Anaphylaxis Certificate
- Qualification in Education Support (or equivalent) or tertiary qualifications in a related field such as Education, Psychology, Math or Science, and relevant work experience.

#### *Desirable:*

- Understanding of NCCD
- Mental Health First Aid Training
- Delivering Morphograph course

## Skills and Attributes

- Very strong interpersonal skills and an ability to develop and maintain strong working relationships with key stakeholders
- High level communication skills – written, aural, digital and verbal
- A commitment to maintain utmost confidentiality and meet privacy requirements
- Advanced organisational skills
- Friendly and warm disposition
- Welcoming and helpful personality



- Ability to problem solve

## Commitment to Catholic Education

- A demonstrated understanding and alignment of the ethos of a Catholic school and its mission
- Support and participation in the faith life of Catholic Ladies' College including commitment to the Mission Statement, ethos of the College and personal faith formation

## Commitment to Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. Staff must adhere to the following:

- A thorough understanding of the College's Child Safe Policy, Code of Conduct and other policies or procedures relating to child safety
- Provide a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- A working familiarity with Child Safe requirements and expectations of MACS PROTECT, MAM

## Occupational Health and Safety

- There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

## Conditions

<b>Tenure:</b>	Ongoing
<b>FTE:</b>	Full-time or Part Time
<b>Hours:</b>	8am to 4.15pm
<b>Remuneration:</b>	Education Support Employee Category B (term time only, Level 2)
<b>Direct report:</b>	Learning Diversity Leader
<b>Conditions:</b>	Entitlements under the Catholic Education Multi-Enterprise Agreement 2022

This Position Description is a guide only and may be altered from time to time at the discretion of the Principal to meet the operational needs of the College.