



POSITION DESCRIPTION

Learning Support Officer

St Patrick's College is a Catholic secondary school for boys in the Edmund Rice tradition. As a day and boarding school for boys in Years 7 to 12, we are proud of our rich tradition serving the educational needs of young men from Ballarat, Western Victoria and beyond since 1893.

Central to the mission of the College is an unequivocal commitment to fostering the dignity, self-esteem and integrity of all students. This provides them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. The College is committed to achieving excellence in all its forms.

St Patrick's aspires to be faithful to the Touchstones of a Catholic School in the Edmund Rice tradition; these touchstones are Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community.

St Patrick's College is an organisation committed to Child Protection and to the implementation of Child Safeguarding policies, procedures and practices.

Job Title:	Learning Support Officer (LSO)
Accountable To:	Principal
Reports To:	Head of Enhanced Learning
Next Up Manager:	Assistant Principal – Pastoral & Wellbeing
Supervised By:	Classroom teacher
Direct Reports:	Nil
Supervises:	Nil
Tenure:	Ongoing
Hours:	Full-time/part-time available
Category:	B, entitled to paid school holidays
Classification:	Education Support Level 2

JOB SUMMARY

St Patrick's College is an inclusive school that caters for boys with a diverse range of learning needs. The Learning Support Officer provides assistance to students with classroom learning, assessments, co-curricular activities and social interactions. The Learning Support Officer works cooperatively with teachers, the Head of Enhanced Learning and Learning Diversity Facilitators to implement Individual Learning Plans.

DUTIES AND RESPONSIBILITIES

- Assist and enable students and teachers across a range of curriculum areas and year levels
- Attend all timetabled classes, assemblies, and school activities as directed by the Head of Enhanced Learning
- Supervise and assist students during supported study sessions, Learning Support Hub, homework group and DS Club
- Offer support to students in a variety of learning settings, including exits from classrooms and Program Support Group meeting collection
- Provide feedback to the Enhanced Learning Team regarding student performance, concerns, wellbeing and progress for discussion at Program Support Group meetings
- Document supports offered for NCCD purposes
- Liaise with teaching staff and the Enhanced Learning Team
- Maintain respectful relationships with staff and students in the ethos of Catholic Education and the EREA Touch Stone of Inclusive Community
- Assist with adaptation and modification of work in line with Individual Learning Plans
- Implement learning or social intervention programs within the school setting at the direction of the Head of Enhanced Learning, the Assistant Principal - Learning Innovation, and the Assistant Principal – Pastoral and Wellbeing
- Maintain student and staff confidentiality
- Meet with the Head of Enhanced Learning
- Attend camps, excursions, and retreats
- Attend required staff meetings and professional development sessions

Policies and Procedures

The Learning Support Officer will manage and document all related policies and procedures to ensure they meet current legislative requirements, are aligned to the identified strategies of the College and will ensure all policies and procedures are reviewed within set parameters

Child Safety

The Learning Support Officer will comply with the school's child-safeguarding policy and code of conduct and any other policies or procedures relating to child safety, assist in the provision of a child-safeguarding environment for students, and demonstrate a duty of care to students in relation to their physical and mental wellbeing.

The Learning Support Officer will work collaboratively with the Principal and the Leadership Team to ensure the College meets its ongoing obligations in respect of child safeguarding initiatives including as required by the Child Safety Standards set out in the *Education and Training Reform Amendment (Child Safe Schools) Act 2015* (Vic), Ministerial Order 1359 and the EREA National Safeguarding Standards

Occupational Health and Safety

The Learning Support Officer will contribute, as required to ensure the College meets its health and safety duties and obligations under the *Occupational Health and Safety Act 2004* (Vic). This includes supporting the Principal or their delegate in responding to critical incidents and ensure alignment with relevant health and safety policies.

Risk Management

The Learning Support Officer will ensure all reasonable steps are taken to identify and manage foreseeable risks relating to the activities and operations of the College, including the development of risk management plans as required in accordance with College policies and procedures.

Other Duties

The Learning Support Officer will perform any other duties commensurate with their skills and experience which are required by the Principal or their delegate from time to time.

EXPERIENCE AND QUALIFICATIONS

- Certificate III in Education Support (or equivalent), teaching or other relevant qualifications preferred
- Current Working With Children Check – Employee status
- National Police Check
- Experience in a Secondary school setting is preferred, however, not essential
- Relevant First Aid qualifications

KEY SELECTION CRITERIA

1. Demonstrated understanding of the ethos of Catholic Education and the vision of Edmund Rice Education, particularly as to how it is applied daily in the school community
2. Demonstrated experience and/or understanding of the challenges of working within a secondary school environment with students with disabilities or other identified learning needs
3. Demonstrated experience and/or understanding of secondary school programs and curriculum, including the Victorian and Australian Curriculum, VCE, VCAA, VET and VCAL and working with boys within these programs
4. Demonstrated experience and/or understanding of the varied needs of students with disabilities or other identified learning needs across Years 7 – 12.
5. Demonstrated ability to work both independently and to work successfully as part of a team

STATEMENT OF COMMITMENT TO CHILD SAFETY

St Patrick's College endorses, implements, and complies with the EREA Statement of Commitment to Child Safety.

St Patrick's College's commitment to child safety is based on the following overarching principles that guide the development and regular review of our work systems, practices, policies, and procedures to protect children from abuse.

1. All children have the right to be safe
2. The welfare and best interests of the child are paramount
3. The views of the child and a child's privacy must be respected
4. Clear expectations for appropriate behaviour with children are established in the Child Safety Code of Conduct
5. The safety of children is dependent on the existence of a child-safe culture
6. Child safety awareness is promoted and openly discussed within our College Community
7. Procedures are in place to screen all staff, external education providers, contractors, and volunteers who have direct contact with children.
8. Child safety and protection is everyone's responsibility
9. Child protection training is mandatory for all College Advisory Council members, staff, and volunteers
10. Procedures for responding to alleged or suspected incidents of child abuse are simple and accessible for all members of the College Community
11. Children from culturally or linguistically diverse backgrounds have the right to special care and support including those who identify as Aboriginal or Torres Strait Islander
12. Children who are vulnerable have the right to special care and support
13. Children who have any kind of disability have the right to special care and support

EMPLOYMENT AT ST PATRICK'S COLLEGE

Prospective applicants should consider that all employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and key EREA policies, procedures and practices
- Be familiar with and have the ability to work towards achieving the goals outlined in the Strategic Plan
- Display a high level of professional competency and ensure that behaviour and personal presentation reflect the College's values and professional expectations
- Develop the notion of team wherever possible, encouraging cohesion and enthusiasm
- Be committed to self-development and ongoing professional development
- Be supportive of the social justice, cultural and sporting co-curricular programs of the College

- Have knowledge/awareness of Occupational Health & Safety, Equal Opportunity and Anti-Discrimination requirements applicable in the work environment