

Learning Support Officer

Position Overview

At the College, we value every student, believe that all students can learn and will reach their potential given sufficient time, support and opportunity. Learning Support Officers work alongside teachers to support the education of all students, or at times specific students, including those with disabilities and additional learning needs.

The role of a Learning Support Officer can be varied and complex due to the diversity of students' needs. A Learning Support Officer may provide support to one or more students with disabilities or additional learning needs, or to groups of students with similar needs across various teaching spaces. The Learning Support Officer may provide support for a student's academic learning, behaviour support program, physical care, and/or social and emotional wellbeing for part or all of a school day, including class, recess and lunchtime.

Learning Support Officers support the work of teachers and work at their direction to support the learning process rather than content. They do not replace the work or responsibility of the teacher. Learning Support Officers usually work across classes at one or two year levels and are responsible to the Learning Diversity Leader.

Statement of Duties

Key Duties

Learning Support Officers support student agency in learning by:

- Encouraging students to be comfortable in taking risks with their learning.
- Providing the right amount of support at the right time.
- Ensuring students retain responsibility for their learning.
- Using open ended questions.
- Giving the least amount of help first to support ownership of the task.
- Using the continuum of educational support, to scaffold support and intervene appropriately.

Generally, Learning Support Officers provide support in the classroom rather than through withdrawal. At the direction of the teacher, their work may be with individual students, a broader group of students from across the class, or a specific group for targeted support.

Learning Support Officers establish positive relationships with students whilst being sensitive to, and supportive of their relationships with their teachers and peers.

Specific Duties

Whilst specific duties will vary from time to time, depending on the type of support that is required by students, Learning Support Officers:

	• Work with teachers to support the learning of students with additional learning needs. • Attend classes as timetabled and notify teachers well ahead of time if unavailable due to involvement in other activities such as excursions. • Support students in their organizational skills and preparation for class. • Provide observations and feedback to teachers in relation to student progress on tasks, work habits, engagement, behavior and social interactions. • Assist students with physical needs (personal care, mobility...) • Under the direction of the relevant allied health professional, conduct physiotherapy, speech or occupational therapy interventions. • Provide behavior support. • Attend camps and excursion to support the full participation and inclusion of students with disabilities and additional needs. • Supervise and support students participating in targeted programs such as travel training, life skills, social and emotional learning and work readiness programs. • Facilitate social interaction and promote independence with students. • Work with students to enable them to use specialized augmentative communication and adaptive technology. • Work with teachers to deliver intervention programs such as MaqLit and other evidence based intervention programs. • At the direction of the teacher, prepare teaching resources and equipment to assist students with their work. • In conjunction with the Learning Diversity Leader, monitor and provide feedback on the goals in the student's Personal Learning Plan (PLP). • Provide study support and/or after school clubs for students. • Maintain accurate records of assistance and adjustments provided. • Attend PSG meetings and where required take minutes. • Assist with administration tasks, including the collecting, compiling and filing of students' assessment data, test results, work samples, TA notes and other records. • Provide support in exams through scribing, supervision of extra time and rest breaks, and the use of assistive technology. • Undertake duties in support of the needs of the College including but not limited to yard duty, administrative duties, transportation and participation in whole school activities. • Other duties as required by the Principal.
Child Safety	• 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. • 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. • Attend training programs.

	• Attend Learning Diversity, staff and other meetings as required. • Continue development of ICT skills as technologies evolve.
General Duties	• Contribute to a healthy and safe work environment for yourself 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 • Demonstrate professional and collegiate relationships with colleagues • Other duties as directed by the Principal

SELECTION CRITERIA	
Commitment to Catholic Education	• A demonstrated understanding of the ethos of a Catholic school and its mission
Commitment to Child Safety	• Experience in working with young people. • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with young people. • Be a suitable person to engage in child-connected work. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
Education and Experience	• Appropriate qualifications and/or experience. • Demonstrated ability to build rapport, trust and positive relationships with young people. • Confidence in using a range of computer applications, including Word and Excel. • A demonstrated understanding of inclusion and interest in working with young people with additional learning needs. • The capacity to participate in a range of school activities, including camps, sports, liturgies and excursions. • The ability to model and develop in young people strong social and emotional skills. • Interest in, and capacity to, support student learning across all curriculum areas. • Experience in working in a team environment
Skills and Attributes	• Sound interpersonal skills. • Good oral and written communication skills, including the ability to communicate with students, families, staff and the broader community. • Flexible and able to work effectively in a changing environment. • Brings a strong work ethic and moral purpose to the role. • Ability to work with limited direct supervision and to exercise discretion

	within established work practices.
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