



CATHOLIC COLLEGE SALE

Student Support Officer

Position Description

Employment Type	Category B Education Support
Employment Classification	Education Support Employee
Reporting Supervisor	Learning Inclusion Leader/Deputy Principal
Supervisor of Staff	Nil
Location	Catholic College Sale

About this role

The Student Support Officer plays a vital role in supporting the learning, wellbeing and inclusion of students with diverse learning needs. Working collaboratively with Learning Adjustment Leaders, teachers, specialist staff and families, the Student Support Officer assists in delivering personalised support that enables students to engage fully in their education and achieve their individual potential.

The role supports the College's mission by promoting inclusive practices, fostering student independence, contributing to student wellbeing, and maintaining a safe and supportive learning environment consistent with the values of Catholic College Sale.

Statement of Duties

Student Learning Support	• Work collaboratively with teachers and Learning Adjustment Leaders to support students with diverse learning needs. • Assist with the implementation of personalised learning plans and targeted interventions. • Support students to understand, engage with and complete learning tasks. • Monitor student progress and provide feedback to teachers regarding student engagement and achievement. • Assist students during assessments, SACs, examinations and learning activities as directed. • Support students in developing confidence, independence, organisation and self-management skills. • Facilitate positive participation and inclusion within the classroom environment. • Provide learning assistance to individual students and small groups under the direction of the classroom teacher.
Student Wellbeing and Inclusion	• Foster positive and respectful relationships with students.

	• Support the social, emotional and pastoral needs of students. • Assist students during break times and other non-classroom activities as directed. • Create and maintain a supportive and inclusive learning environment. • Support students participating in excursions, camps, sporting events, co-curricular activities and other College programs. • Assist students with personal care needs where required.
Collaboration and Communication	• Liaise effectively with teachers, Learning Adjustment Leaders and specialist staff to support student learning and wellbeing. • Attend Learning Adjustment Team meetings and contribute relevant feedback regarding student progress. • Work collaboratively as part of a multidisciplinary team focused on student success. • Maintain professional and respectful communication with students, families and colleagues.
Professional Responsibilities	• Maintain current knowledge regarding disabilities, learning adjustments and inclusive education practices. • Participate in professional learning and development activities. • Engage in annual review and performance development processes. • Continue to develop ICT skills and knowledge relevant to the role. • Support the mission, values and strategic priorities of the College. • Undertake other duties as reasonably directed by the Principal.
Child Safety	The College is committed to safeguarding and promoting the wellbeing of children and young people. Teachers are required to: • Support and promote a child-safe culture. • Comply with all Child Safety and Wellbeing policies and procedures. • Demonstrate appropriate professional boundaries. • Meet all mandatory reporting obligations. • Contribute to a respectful and inclusive environment for all students.
General Duties	• Maintain a safe and healthy workplace. • Comply with all Workplace Health and Safety requirements. • Maintain currency of mandatory compliance training.

	• Attend relevant College meetings, assemblies, liturgies, professional learning activities and community events as required. • Demonstrate professionalism, confidentiality and integrity in all interactions. • Contribute positively to the collaborative culture of the College.
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Selection Criteria

Commitment to Catholic Education	• Demonstrated understanding of the ethos and mission of Catholic education. • Capacity to support and contribute to the faith life of the College. • Ability to foster respectful relationships consistent with Gospel values
Commitment to Child Safety	• A demonstrated understanding of child safety; • A demonstrated understanding of appropriate behaviours when engaging with children; • Be a suitable person to engage in child-connected work; and • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
Qualifications and Experience	Essential: • Relevant Education Support qualification or equivalent experience. • Experience working with children and young people. • Demonstrated ability to support students with diverse learning needs. Desirable • Previous experience in a school or educational setting. • Experience supporting students with disabilities and learning adjustments. • Knowledge of inclusive education practices and intervention strategies.
Skills/Attributes	• Strong interpersonal and communication skills. • Ability to establish positive relationships with students, staff and families. • Ability to work collaboratively within a team environment. • Sound literacy, numeracy and ICT skills. • Strong organisational and time-management skills. • Flexibility, initiative and adaptability.

	• Commitment to confidentiality and professional conduct. • Caring, patient and responsive approach to supporting young people. • Commitment to ongoing professional learning and development.
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