

# LEARNING SUPPORT OFFICER (LSO)

(October 2021)

## Overview of LSO Role:

The Learning Support Officer works collaboratively with Learning Adjustment staff, students and teachers to meet the individual learning needs of students.

## Role Accountabilities:

The position requires a person flexible in approach, who is able to work with a range of students and support their individual needs. The LSO will be able to implement strategies to suit each student under the guidance and direction of the Learning Adjustment Leaders. Encouraging students to develop a sense of responsibility towards their own education will be a high priority. LSOs have no direct supervisory duties and in general, are not responsible for students without a teacher being present.

## The Learning Support Officer supports classroom teachers with tasks essential to support students by:

- Assisting student learning and participation in the College
- Identifying a student's needs, skills and difficulty as they arise and working under the Learning Adjustment Leader's direction to respond to these concerns.
- Understanding a student's identified learning difficulties and offering assistance in the classroom.
- Working with the student's teacher by actively participating in activities, assisting, intervening and encouraging students and, where appropriate, providing instructive support.
- Assisting students to deal with adjusted curriculum where necessary under the guidance of subject teachers and the Learning Adjustment Leaders.
- Liaising with other Learning Adjustment and teaching staff in order to maintain a comprehensive support program, tracking student progress.
- Facilitating social interaction, promoting independence and assisting students with their personal organisation when required.
- Accompanying students on excursions and other designated external activities when required.
- Attending Learning Adjustment team meetings and providing feedback in that forum to staff involved in the student's progress.

## Essential Requirements for the Role:

- Certificate III in Educational Support or equivalent
- Alignment with values and Catholic ethos of the College
- Enthusiasm and motivation to contribute
- Flexibility and ability to operate effectively in a changing environment
- Completion of a Working With Children Check.
- Willingness to complete the required induction modules (including Mandatory Reporting and Code of Conduct) and annual compliance training (anaphylaxis and First Aid).

## Professionalism at Catholic College Sale

- Is punctual for all duties
- Presents self appropriately, following dress code as required

- Maintains confidentiality of privileged information, to which he/she is privy by virtue of the role
- Maintains highly effective and positive working relationship with all staff
- Cooperates with staff to achieve the implementation of all College policies and procedures
- Proactively demonstrates College values in daily work and interactions with students and colleagues
- Attends all relevant school meetings, assemblies, sporting events, Mass, community and faith days as well as professional learning opportunities as appropriate.
- Complies with policies and directives issued by the Leadership Team including Work Health and Safety, Child Safety and the Staff Code of Conduct

**Annual Review Meetings:**

The Learning Support Officer participates in a review meeting with the Principal, or Principal's nominee, every year. This review is designed to provide formative feedback and support professional learning opportunities.

**Reservation of Authority:**

The Learning Support Officer is responsible to the Principal through the Learning Adjustment Leader/s.