



# Catholic College Sale

## Position Description – LEARNING SUPPORT OFFICER (LSO)

As a Learning Support Officer, you will play a vital role in ensuring the success of students with diverse learning needs. Collaborating closely with Learning Adjustment Leaders and teachers, you will provide tailored support and foster an inclusive learning environment that empowers every student to reach their full potential.

### SELECTION CRITERIA

#### Specific Responsibilities

- Working as part of a team ensuring the education, pastoral and social needs of students with additional needs are met.
- Assisting teachers in the delivery of personalised learning plans
- Liaise with teachers and specialists as required to work collaboratively to support students' needs.
- Working with teachers to assist in the delivery of individual programs.
- Under the supervision and direction of the classroom teacher:
  - assisting students with understanding set tasks required
  - and the completion of tasks.
  - monitoring the completion of assignments or homework tasks.
  - supporting students with learning activities.
- Providing other learning assistance to students as directed
- Assisting students to undertake tests, SACs and Examinations as directed.
- Monitoring and assisting students in student break times when directed.
- Support students on camps, excursions, incursions, co-curricular activities etc as directed.
- Facilitating social interaction, promoting independence and assisting students with their personal organisation when required.
- Attending Learning Adjustment team meetings and providing feedback in that forum to staff involved in the student's progress.
- Keep up-to-date with information on disabilities of students and how best to support them
- Participate in professional development individually and as a team.
- Attend to the personal care needs of students as required.
- Create a positive environment that encompasses the student.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent and to address the needs of the developing College.
- Attend staff meetings when requested.

#### 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 and Teacher.
- Encouraging students to develop a sense of responsibility towards their own education will be a high priority.

<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work.</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li> <li>• Continued development of ICT skills, with evolution of College technologies.</li> <li>• Participation in Annual Performance Review activities.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Attend College meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal and Business Manager.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Other duties as directed by the Principal and Business Manager.</li> </ul>

<b>SELECTION CRITERIA</b>	
<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of the ethos of a Catholic school and its mission.</li> </ul>
<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety.</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be a suitable person to engage in child-connected work.</li> <li>• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.</li> </ul>
<b>Education and Experience</b>	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• A relevant Education Support Qualification or similar.</li> <li>• Employment will be conditional upon successful attainment of the WWC Card and police check.</li> <li>• Previous Learning Support Officer experience or experience with working young people is desirable.</li> </ul>
<b>Skills/Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to work as part of a team.</li> <li>• Excellent interpersonal, verbal and written communication skills, including ability to communicate and engage with children, parents and the school community.</li> <li>• Aptitude to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions.</li> <li>• computer skills.</li> <li>• Sound Literacy and Numeracy skills.</li> <li>• A commitment to ongoing training and development.</li> <li>• Possess strong interpersonal communication skills the capacity to build rapport with staff and students.</li> <li>• Have a caring and responsive approach to children;</li> <li>• Ability to work independently, collaboratively and effectively in the face of changing priorities, deadlines and pressure.</li> <li>• Capacity to maintain confidentiality.</li> <li>• Commitment to supporting the Catholic ethos of the College.</li> </ul>

