



## POSITION DESCRIPTION & STATEMENT OF DUTIES

### Learning Support Officer

<b>Award:</b>	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA) as may be varied or replaced from time to time.
<b>Scale:</b>	Category B, Education Support Employee, Level ES2
<b>Salary:</b>	As per the relevant salary scale set down in the Award.
<b>Hours of duty:</b>	38 hours per week or the FTE agreed
<b>Leave:</b>	As per the entitlement of a Category B, Education Support Employee, including all school holidays.
<b>Reporting Line:</b>	Reports to the Learning Diversity Coordinator

### POSITION SUMMARY

The Learning Support Officer is appointed by Simonds Catholic College to assist classroom teachers by working with individuals or groups of students under the direction of the Learning Diversity Coordinator. The LSO works closely with the Learning Diversity Coordinator to provide the best possible options and supports to inspire and challenge students with identified learning needs to reach their potential.

#### 1. Responsibility & Statement of Duties

- Support student learning under the direction of a teacher
- Work with individuals and small groups of students with special needs to assist them with their educational and developmental program.
- Assist in the preparation of special teaching aides for use with students with special needs
- Observe students' progress, note achievements and challenges and share observations with class teachers.
- Maintain strict confidentiality regarding observations and information about students
- Reinforce positive behaviours and practices
- When required, accompany students with special needs on excursions, school camps and other out of school activities
- Assist with the administrative tasks including funding submissions, meeting Agendas and minutes, Individual Learning Plans (ILPs) and other administrative tasks.
- Understand the specific learning needs of students in order to prepare, implement and monitor appropriate ILPs.
- Attend and participate in staff meetings as required

- Any other task assigned by the Principal or Learning Diversity Coordinator commensurate with the position of an LSO.
- Actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making.
- Be familiar with the Statement of Principles regarding Catholic Education
- Be familiar with and comply with the school's Child Safety Policy and Code of Conduct and any other policies or procedures relating to child safety

## CONDITIONS OF POSITION

### 2. Pre-requisites

- Current Working with Children Check and National Police Check

### 3. Attributes

- Interpersonal Skills
  - Professional communication skills
  - Ability to build relationships with students
  - Maintain strong relationships with teaching staff
  - Friendly and courteous
  - Organised
  - Good written communication skills
  - Professional respect for privacy of each individual
  - High level attention to detail
- Specialist Skills and Experience:
  - High level attention to detail and accuracy
  - Good overall computer literacy
  - High level of initiative
- Qualifications and Experience:
  - Certificate IV or higher qualifications in Educational Support
  - First Aid training beneficial
- Key Performance Indicators:
  - High quality support for students with special needs
  - Evidence of growth in identified student learning measures
  - Quality and accuracy of administrative support for special needs students
  - Maintain professional and pastoral rapport with students, parents and staff
  - Evidence of supporting students and staff in the provision of personalised learning programs.
  - Evidence of students with diagnosed conditions and behaviours being successfully educated within the College community.

#### **4. Occupational Health & Safety**

Employees must endorse the following principles of Safe Work Practice:

- Follow the sign in / out procedures set out by the College and sign in and out of the respective school campuses as soon as they arrive and on departure.
- To co-operate with measures introduced in the interest of Occupational Health and Safety.
- To undertake any training provided in relation to Occupation Health and Safety.
- To correctly use any information, training, personal protective equipment and safety equipment provided.