

## LEARNING SUPPORT OFFICER

The Learning Support Officer is appointed by the Principal and is accountable to the Learning Enhancement Leader. The role involves working as part of a team with classroom teachers and the Learning Enhancement Leader to provide targeted programs for students receiving funding and students with specific learning difficulties.

The Learning Support Officer actively collaborates with the Principal to promote and enhance the Catholic identity of the College and the Mercy Ethos and to ensure that all College practices and procedures reflect the Vision, Mission and Values of the College.

The Learning Support Officer shares in the task of promoting collegiality and community within the College where all members are treated with dignity and respect.

The Learning Support Officer will provide both **Literacy and Numeracy** support to students.

### Key responsibilities:

- Working with the Learning Enhancement Leader and other Learning Support Officers to identify the students with diverse learning needs that require support in the classroom
- Being familiar with each student's unique learning challenges and understanding effective intervention strategies to support each student
- Being familiar with the long term and short term goals identified on the student's Individual Learning Plan.
- Providing feedback, assistance and support to Subject Teachers
- Providing assistance to students as directed by Subject Teachers (individually or in small groups)
- Adopting behaviour management strategies in accordance with the Whole School Wellbeing Policy and commitment to restorative practices
- Contributing to Learning Support meetings and attending Program Support group meetings as required
- Being a member of the NCCD team
- Upholding confidentiality at all times
- Praising and acknowledging effort
- Undertaking appropriate Professional Learning
- Being familiar with the legal obligations under the Discrimination Act of 2005

### Specific Duties:

- Meeting with the Learning Enhancement Leader on a regular basis, as required
- Preparing resources and modifying curriculum and tasks under the direction of the Subject Teachers
- Implementing the teaching programme as directed by the Subject Teachers
- Attending school excursions and camps as required
- Attending Program Support Group Meetings
- Communicating with parents and carers in relation to daily operational matters (e.g. in relation to special equipment or resources or special provisions in relation to excursions or camp)
- Keeping a diary as a daily record of activities.
- Following allotted timetables unless otherwise directed by the Principal
- Administering medication or personal assistance to the student in the areas of mobility, personal hygiene, communication, social skills or yard supervision, keeping Occupational Health and Safety issues in mind
- Maintaining equipment such as iPads or other technologies
- Filing assessment reports, Personalised Learning Plans or Funding Applications
- Completing other duties, as directed by the Learning Enhancement Leader or the Principal, to support the needs of students and teachers.

**Commitment to Child Safety**

- Providing students with a child safe environment
- Being familiar with and complying with the College's Child-Safe policy and Code of Conduct and any other policies or procedures relating to child-safety
- Proactively monitoring and supporting student wellbeing
- Exercising pastoral care in a manner that reflects school values
- Implementing strategies which promote a healthy and positive learning environment

No position description can be entirely comprehensive and the incumbent will be expected to carry out other duties as may be required from time to time, which are broadly consistent with the Position Description and the status of the role within the College.

**Accountability**

Reports to the Learning Enhancement Leader

**Conditions**

Conditions are as per the Victorian Multi Employer Agreement 2018 and the Academy of Mary Immaculate employment policies.

**Leave**

A Category B School Officer is one who normally works school term time only and receives paid school holidays.

**Key Selection Criteria:**

- Understanding of and commitment to Catholic Education
- Willingness to support the Mercy Ethos and its expression in the life of the College
- Demonstrated evidence of working with students and staff in classrooms to support improved student learning outcomes
- Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community
- Sound organizational and administrative skills
- An understanding of the issues facing young women and be well versed in student wellbeing
- Commitment to continuous improvement in personal practice and professional learning
- A demonstrated understanding of child safety and the appropriate obligations and behaviours when engaging with students

**Child Safety:**

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (eg. mandatory reporting)
- Be a suitable person to engage in child-connected work