



St Patrick's Parish Primary School

Position Description – Learning Support Officer

Hours:

STATEMENT OF DUTIES	
Position Objective	<p>To maximise educational outcomes for students with additional needs, by providing access to the curriculum in response to learning needs and Personalised Learning Plan goals (PLP). The Learning Support Officer works as part of a holistic team consisting of the Learning Diversity Leader, members of the Learning Diversity Team, students and families. The aim is to assist the Classroom Teachers with the role of educating all students with their learning, including students with additional learning needs.</p> <p>Learning Support Officers work under the day-to-day supervision of the classroom teachers of which they are allocated, who have the responsibility for the design, implementation and evaluation of education programs and related services. The Learning Support Officers also report to the school leadership team, specifically the Learning Diversity Leader, Principal and Deputy Principal.</p>
Learning Support Officer	<p>You will be required to perform all or some of the following tasks:</p> <ul style="list-style-type: none"> ● Support all students in the class as required, to access the Explicit Direct Instruction lessons being delivered by the teachers ● Prepare for and provide additional instruction in specific curriculum areas for particular individual children or groups of children ● Supervise children during classroom and play activities ● Work with the Classroom Teacher to meet the goals whilst also acting as the support person to the students. ● Provide assistance to the Classroom Teacher by working with the students in small groups or individually (either in the classroom or outside the classroom). ● Implement intervention programs by following the scope and sequence and lesson structure with fidelity and in accordance with the specific purpose of the program as instructed by the Principal, Deputy Principal or Learning Diversity Leader. ● Maintain records of students' progress and performance. ● Undertake playground supervision ● Conduct specified activities as part of the classroom program. ● Make possible recommendations for actions that could support/benefit the learning outcomes of students to the Classroom Teacher and/or Learning Diversity Leader ● Prepare aids, materials and/or resources for use in classes or programs. ● Support all students in specialist classes as required ● Attend Program Support Group (PSG) meetings and other school gatherings as requested by the Principal, Learning Diversity Leader or Classroom Teacher ● Provide direct care assistance in accordance with student health and wellbeing plan ● Attend excursions, camps and other extracurricular activities as required

Child Safety	<ul style="list-style-type: none"> ● 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 ● Assist in the provision of a child-safe environment for students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing
General Duties	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures ● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required ● Demonstrate professional and collegiate relationships with colleagues ● Other duties as directed by the Principal or supervising teacher

SELECTION CRITERIA - Learning Support Officer	
Commitment to Catholic Education	<ul style="list-style-type: none"> ● A demonstrated understanding of the ethos of a Catholic school and its mission
Commitment to Child Safety	<ul style="list-style-type: none"> ● Experience working with children ● 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 ● Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Desirable Other:</p> <ul style="list-style-type: none"> ● Certificate of Education Support ● First Aid and anaphylaxis training ● Working With Children Check ● National Police Record Check ● Mandatory Reporting Training
Professional Development	<ul style="list-style-type: none"> ● Attend professional development training as required ● Be open to professional development in your area of work. ● Be open to researching areas of interest relevant to directions provided in the school's strategic plan. ● Continue development of Information Communication Technology skills as technologies evolve.

Skills/Attributes

- Ability to work collaboratively as a member of a learning and teaching team.
- Demonstrate initiative to support student learning during class time without direct instructions to do so from classroom teachers
- Excellent interpersonal and communication skills
- Good oral and written communication skills, including an ability to communicate professionally with students and staff. Also, professionally at appropriate times with parents and the wider school community.
- Ability to manage tasks with minimal supervision
- Ability to develop and maintain strong working relationships with all members of staff
- Sound organisational skills including strong attention to detail
- Proven time-management skills
- Self-motivation
- Ability and willingness to accept direction