



Learning Support Officer

Role Description

Position Description

The incumbent is required to support students with additional needs within the classroom.

Prerequisites

Commitment to Child Safety

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

Responsibilities

- Students identified as having additional needs are supported in their classwork with a particular focus on Literacy and Numeracy.
- Students who have been identified under NCCD or who have been referred by the Learning Diversity Team will cover many categories of needs and therefore the appropriate support will be given according to recommendations from Specialists, Doctors, etc, and the available time through funding and the need to be fair to all students.
- The Director of Learning Diversity determines the priorities in conjunction with the Learning Support Officer at the beginning of each year and reviews this each term.
- The Learning Support Officer will work with students in the classroom, in small groups or individually. There may be a need, at times, to also work with a small group outside the classroom to maximise learning outcomes.
- The Learning Support Officer may assist other students as well as the students identified under NCCD in a class, if requested to do so by the class teacher.

Ensure that the students with additional needs have every opportunity to be independent and autonomous learners by:

- Encouraging and supporting students to do as much as they can for themselves.
- Ensuring that students do not become over-reliant on support and develop an attitude of 'learned helplessness'.

Assist in the pastoral care of students with additional needs:

- Establishing a positive relationship with the student, being sensitive to and supportive of their relationships with teachers, and pass on to relevant staff, such as the Learning Mentor, information that might assist in caring for the student.
- Working in ways that ensure that students with additional needs are not isolated from peers.

Apart from other duties as directed by the Principal and Director of Learning Diversity, the specific duties of the Learning Support Officer include:

- Working with the class teacher to provide for and assist the students with additional needs in a class.
- Attending classes as per timetable.
- Attending camps and excursions as required.
- With guidance from the classroom teacher, assisting students by:

- re-enforcing new concepts
- using alternative methods more suitable to the student's learning strengths
- reading instructions
- note-taking
- giving explanations
- assisting during tests
- adapting work to make it suitable
- Assisting students with additional needs to be organised for class and in their approach to study.
- Observing how students are doing with a task and difficulties they encounter, and providing feedback to the teacher.
- Assisting students who have particular physical needs as determined in specialist and medical information.
- Conducting particular speech, Literacy, Numeracy, Mentor and English as an Additional Language programs as the need arises and with the support of the Leader of Learning Diversity.
- Supervising students on special programs such as travel training, community access or work skill and readiness development.
- At the direction of the teacher or as part of support for the additional needs program, preparing teaching resources and equipment to assist students with additional needs with their work.
- In conjunction with the Leader of Learning Diversity, monitoring the specific aims and goals of students' individual learning plans.
- Being an advocate, mentor and guide for the students that are part of the additional needs program.
- Keeping a record (chronicle) of classes attended and students assisted.
- Attendance at Program Support Group and Learning Support Team meetings as required.

Undertake related duties as requested by the Principal who may vary the above duties.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College.
2. A commitment to the Catholic ethos of the College.
3. The ability to dialogue with staff in a collegial manner to achieve improved outcomes for students.
4. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment.
5. Proven organisational skills and capacity to show initiative in working independently.
6. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversations with students, staff and parents.