Caroline Chisholm Catholic College

Position Description – Learning Support Officer

CLASSIFICATION: **Educational Support Officer**

REPORTS TO: **Principal via Director of Learning Diversity**

The Learning Support Officer is an integral part of the Learning Diversity Team. Learning Support Officers work collaboratively with the teaching staff to support student access, participation and engagement in the curriculum. The Learning Diversity Program complements the pastoral care and curriculum offered at the College to enable each student to experience success and growth in their learning.

Duties

Specifically, duties include:

- Provide assistance in supporting students who require an adjusted learning program or who are funded through National Consistent Collection of Data (NCCD) to receive support for their individual needs-either on a one to one basis or in small groups
- Prepare relevant activities related to concepts in an endeavour to assist with student comprehension, reinforcement and revision, in collaboration with the relevant subject teacher
- Assist with social awareness / interaction and appropriate behaviours within the classroom environment
- Document, monitor and report on student progress and participate in meetings relevant to Personalised Learning Programs (PLPs) and Program Support Groups (PSGs) if required
- Administrative duties which support the annual NCCD data survey collection including completing screeners and assisting with intervention programs
- Support students who are from diverse cultural backgrounds and are learning English as an Additional Language (EAL)
- Contribute to the wellbeing, health and safety of students, including reporting issues of concern to the relevant member/s of staff
- Displaying respect and empathy for all students whilst maintaining appropriate student behaviour standards
- Provide student support and supervision for excursions, incursions, school events, camps (College Outdoor Education site Garema in Meredith, VIC) as required.
- Attend all relevant staff meetings, assemblies, College Masses, community days and staff professional learning days
- Other duties as directed by the Principal

Child Safe Responsibilities

- Having a good working knowledge of the College's Child Protection and Safety Policy and Child Protection Program
- Promoting child protection issues within the College community and responding to general queries with respect to the College's Child Protection and Safety Policy and Child Protection Program
- Acting as *"Child Protection Champions"* and ensuring a strong and sustainable child protection culture is embedded within the College

Team Culture

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within set time frames
- Organisational decisions implemented and reinforced in a positive way

Key Performance Indicators

- 100% attendance of scheduled support classes for Personalised Learning

These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.

Other duties as directed by the Principal

Role Description Requirements

- A commitment to Catholic Education
- Appropriate qualifications and/or experience
- Experience in the use of computerised database systems
- Knowledge of Windows based computer applications is essential
- The ability to work under pressure with accuracy
- Time management skills and the ability to develop, maintain and monitor own work programme to meet deadlines
- Clear and timely communication as well as highly developed interpersonal skills to function as an effective Learning Support Officer
- Ability to work under limited direct supervision and to exercise discretion within established work practices
- Highly developed oral and written communication and interpersonal skills
- Experience in working within a team environment
- Holds valid Working with Children Check
- National Police Check

Terms & Conditions

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA). This Education Support Category will be commensurate with the role.

This position will undergo a performance review during the tenure period.

Caroline Chisholm Catholic College is a Child Safe School