

Award: Victorian Catholic Education Multi Enterprise Agreement 2022 (VCEMEA) as may be varied or replaced from time to time.

Scale: Category B, Education Support Employee, Level ES2 -ES7

Salary: As per the relevant salary scale set down in the Award.

Hours of duty: 38 hours per week or the FTE agreed

Leave: As per the entitlement of a Category B, Education Support Employee, including all school holidays.

Reporting Line: The LSO reports to the Learning Diversity Coordinator

Appraisal: An appraisal process to be conducted, the type and timing of which will be directed by the Principal

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.

STATEMENT OF DUTIES (LEARNING SUPPORT OFFICER)

Responsibility

- 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 associated with Special Needs students
- Understand the specific learning needs of students 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.

SELECTION CRITERIA (LSO)	
Essential	<ul style="list-style-type: none"> • Current Working with Children Check • National Police Check
Skills/Attributes	<p>Interpersonal Skills</p> <ul style="list-style-type: none"> • 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 <p>Specialist Skills and Experience</p> <ul style="list-style-type: none"> • 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 <p>Key Performance Indicators</p> <ul style="list-style-type: none"> • 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.
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church <p>A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</p>
Commitment to Child Safety	<ul style="list-style-type: none"> • 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