



Position Description

TITLE: **LEARNING SUPPORT OFFICER – MELTON CAMPUS**

Report to: Director - Learning Diversity Leader – Cross Campus

Days of Work: Monday – Friday

Hours of Work: 8.30am – 3.30pm

FTE: Part-time, 0.85

Category: Education Support Category B

The Learning Support Officer is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES

Commitment to Catholic Education

- Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.
- Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.
- Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the College Child Safety 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.
- Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation.
- Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.

STATEMENT OF DUTIES

Duties and Responsibilities

- Build capacity in young people with learning diversity needs to work towards independent learning and living.
- Develop an excellent rapport with teenage students with a range of disabilities and individual needs.
- Work effectively as part of a team sharing observations and expertise, cooperatively implementing programs, and providing mutual support.
- Observe the personal organisation and social interactions of students and monitor safety and emotional considerations that need to be addressed by the team.
- Liaise with staff regarding student progress and requirements to assist learning.
- Assist and encourage students individually, in small groups and in the classroom.
- Understanding of the need for confidentiality when working with individual needs students and their families.
- Interest in developing and implementing particular programs, as required.
- Participate in, sporting events, excursions and professional development as required.
- Participate in Program Support Groups Meetings as required.
- Work one on one with staff to plan and deliver ILP's.
- Work in classrooms to assist students four periods per day.
- Work collaboratively with the Learning Diversity Leader to promote best practices for all students with individual needs.
- Analyse data relevant to the students listed on the NCCD.
- Encourage teachers to be aware of current developments in pedagogy, including technology that will assist students with individual needs.
- Liaise with the Learning Diversity Leader in monitoring the progress of students.
- Retain current knowledge of strategies to assist students with individual needs.
- Collaborate across campus to ensure a One school Two Campus consistent approach to the delivery of the Program.
- Commit to ongoing professional development.
- Be open to researching areas of interest relevant to directions provided in the College strategic plan.
- Continue the development of ICT skills as technologies evolve.
- Support and be involved in the co-curricular program.

STATEMENT OF DUTIES

- Proactively encourage students to participate in co-curricular activities.
- Act as a role model for participating students.
- Create and maintain a safe environment in which students may enjoy their participation.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting, and anaphylaxis training.
- Attend all relevant College meetings and after-hours services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities.
- Demonstrate professional and collegiate relationships with colleagues.
- Uphold the professional standards expected of a Learning Support Officer.
- Record activities undertaken with students.
- Other duties as directed by the Principal.

SELECTION CRITERIA

Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House members role in the mission of the Church.
- Demonstrated understanding of Church teachings and the staff members role in the mission of the Church.
- Ability to help students understand and appreciate Catholic teachings through personal example.
- Demonstrated commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Demonstrated understanding of child safety.
- Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children.
- Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct.
- Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.

SELECTION CRITERIA

Skills and Experience

- Demonstrated ability to work as part of a team.
- Excellent oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community.
- Demonstrated capacity to participate in a range of College activities, e.g. sports, sacramental programs, liturgies, and excursions.
- Exhibit self-motivation and confidence with an ability to build capacity in others.
- Demonstrate ability and willingness to accept policy directives.
- Demonstrated highly effective time management skills.
- Demonstrated experience in the use of ICT.

Essential:

- Qualifications in the area of students with individual needs or working towards.
- CPR qualifications (training provided).

Desirable:

- Relevant post-graduate studies (or working towards such qualifications).
- Experience in the area of working with students with individual needs.
- Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum.