



## Position Description

**TITLE:** LEARNING SUPPORT OFFICER

**Report to:** Director of Learning Diversity

**Days of Work:** Monday – Friday

**Hours of Work:** 8am – 4pm

**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 school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.
- Actively promote the development and maintenance of a rigorous and vigilant culture of child safety at the College.
- Provide students with a child-safe environment.
- Provide an exemplary standard of pastoral care to staff, students and parents/carers.

## STATEMENT OF DUTIES

### Duties and Responsibilities

- Be aware of MACS schools Flourishing Learners position statement- *Vision for Instruction*.
- 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.
- 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.
- 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.

### Skills and Experience

- Demonstrated ability to work as part of a team.

## SELECTION CRITERIA

- 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.