



Position Description: **LEARNING SUPPORT OFFICER**

Classification:	School Officer
Reports to:	Principal, Director of Community Engagement and Learning Enhancement Leader - Students with Additional Needs.
Variations:	Variations to classification and/or hours worked will be Specified in the Letter of Appointment.

Statement of Duties

- Provide individual and in-class learning support to designated Student With Additional Needs (SWANs):
 - This support is provided across a range of subject areas and programs, including VET, VM and VCE. It involves attending classes, taking notes, explaining information and working individually with students to reduce the impact of their disability on their access to the mainstream curriculum. It may involve the preparation of resource material to support students, the modification of tasks, the identification of individual student learning needs and the implementation of strategies to improve students' skills;
- Assist with the case management of designated Student With Additional Needs (SWANs):
 - The Learning Support Officer reports regularly to the Learning Leader - SWANs on the progress of designated SWANs students, is proactive in identifying areas of concern related to individual students and liaises with subject teachers and the Coordinator to address these;
- Attend and contribute to Program Support Group meetings.
 - These are held regularly for SWANs students and their parents/guardians. The Learning Support Officer attends these meetings, assists in gathering reports from subject teachers beforehand and follows up agreed actions;
- Attend and contribute to Learning Support Team meetings, VM meetings and staff meetings as appropriate;
- Assist in overseeing Special Examination arrangements.
 - This may involve acting as a reader, clarifier or scribe for eligible students in Year 11 and for approved Year 12 students during assessment tasks and also involves supervision of these students;
- Assist in the post-school transition of funded students.
 - This may involve assisting students to complete VTAC and TAFE application forms, Futures for Young Adults forms etc.;
- Other duties as required by the Learning Support Coordinator; the Principal and his/her delegate.

*Every Student
Every Pathway*

Direction and supervision

- Demonstrated ability to exercise significant initiative in carrying out duties;
- Demonstrated ability to exercise discretion in carrying out duties;
- Ability to receive general instructions, usually covering only broader technical aspects of the work, although may, on occasion, receive more detailed instructions; and
- Ability to work with little direct supervision, subject to progress checks usually confined to ensuring that, in broad terms, satisfactory progress is being made

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission;
- A demonstrated understanding of the Church's teachings and the mission of the Church;
- A demonstrated capacity to instill in students a respect for each other in accordance with the teachings of Jesus Christ;
- A capacity to integrate the Church's teachings into all possible aspects of work duties; and
- Attend school liturgical celebrations.

Commitment to Child Safety

- Provide students with a child-safe environment;
- 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;
- Be familiar with legal obligations relating to child safety (e.g. Mandatory reporting);
- Proactively monitor and support student wellbeing;
- Exercise pastoral care in a manner which reflects school values;
- Implement strategies which promote a healthy and positive learning environment;
- Maintain currency of First Aid, mandatory reporting and anaphylaxis training;
- Demonstrate duty of care to students as required; and
- Be a suitable person to engage in child-connected work.

Professional Conduct and Practice

- Work effectively as part of a team;
- Maintain good oral and written communication skills, including ability to communicate with children, parents and the school community;
- Maintain and consistently demonstrate an understanding of appropriate behaviours when engaging with children, colleagues and the wider community;
- Actively participate in opportunities to develop and enhance leadership qualities;
- Monitor and manage professional engagement and general wellbeing;
- Willingly seek to understand and accept policy directives;
- Hold a current Working With Children card;
- Hold a current National Record Check;
- Abide by the College OH&S policies and procedures; and
- Willingly engage in any other duties as requested by the Principal or delegate(s).