



Sacred Heart College, Yarrawonga

Position Description - Learning Support Officer

POSITION SUMMARY

The Learning Support Officer works under the direction of the Learning Support Leader and Classroom Teachers. Learning Support Officers assist teachers in building their capacity to provide effective and differentiated instruction for all students, particularly those with additional learning and support needs.

STATEMENT OF DUTIES

Learning Support Officer

- Work with students in support of their learning needs
- To prepare materials and resources to assist classroom teachers and/or Learning Support students with their learning
- To assist in assembling booklets, worksheets, photocopying etc.
- To work with classroom teachers in developing and implementing suitable classroom programs for students.
- To work with the Learning Support Leader and teachers in the development of Personalised Learning Plans (PLPs) for students
- To assist on excursions, school events and camps where appropriate
- To attend, including Program Support Group meetings where relevant
- Other duties as directed by the Principal through the day to day direction of the Learning Support Leaders.

Child Safety

- 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
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Professional Development

- Be open to researching areas of interest relevant to directions provided in the school's strategic plan
- Continue development of ICT skills as technologies evolve.

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend school meetings and assemblies, sporting events, mass, community and faith days as required by the Principal

STATEMENT OF DUTIES

- Demonstrate professional and collegiate relationships with colleagues
- Other duties as directed by the Principal.

SELECTION CRITERIA**Commitment to Catholic Education**

- A demonstrated understanding of the ethos of a Catholic school and its mission

Commitment to Child Safety

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Skills/Attributes

- Cert III in Education Support or a willingness to attain
- Ability to work as part of a team
- Excellent interpersonal and communication skills
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Ability to manage complex tasks with minimal supervision
- Ability to develop and maintain strong working relationships with key stakeholders
- Proven capacity to work independently
- Sound organisational skills including strong attention to detail
- Proven time-management skills
- Leadership qualities
- Self-motivation
- Ability and willingness to accept policy directives
- Maturity.