

**Position:** Learning Support Officer

**Tenure:** FTE 0.79

**Salary & Conditions:**

Terms and conditions are as per the Catholic Education Multi Enterprise Agreement 2018.

**Superannuation:**

As per Superannuation Guarantee Legislation

**Organisational Context:**

Monivae College is a secondary Catholic co-educational day and boarding school welcoming to everyone. Inspired by the vision, spirituality and ethos of the Missionaries of the Sacred Heart students are at the heart of all that we do. We nurture academic achievement, faith, resilience, empathy, personal and physical growth to develop our students to the best of their abilities which reflects Gods love for all.

The Learning Support Officer role consists of a wide variety of duties including providing assistance and care academically and socially to students, delivering intervention programs, assisting teachers in the classroom with educational activities and Learning Support administrative support. The Learning Support Officer is expected to be part of a positive and cohesive team within the School.

Monivae College as a Catholic school is a place where the sacred dignity of each person is recognised, respected and fostered. Monivae College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community which is safe for children and young people.

**Organisational Relationships:**

Reports to: Learning Support Coordinator

Internal: Learning Support Team, Teaching Staff, College Leadership Team

External: Relevant professionals, Parents, Members of the School Community

**Review:**

This position description is intended as a framework for professional review. As Monivae College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

**Position Objectives:**

The Learning Support Officer will:

- Display an understanding of the philosophy of a Catholic school in the MSC tradition
- Demonstrate the ability to model Christian values in their dealings with students, staff, parents and wider school community
- Have appropriate academic qualifications, suitable experience and a background relevant to the role
- Show enthusiasm for and commitment to this role, its responsibilities and challenges
- Possess strong skills in organisation, communication and consultation
- Display a strong understanding of confidentiality and empathy

**Key Responsibilities:**

The Learning Support Officer will deliver educational interventions to students identified with additional needs, under the direction and supervision of the Learning Support Coordinator. The support provided will be determined by the Principal, in consultation with the Learning Support Coordinator.

The main areas of responsibility are the following:

1. Deliver intervention programs
2. Provide in classroom support to teaching staff
3. Learning support administration as required

**Specific Responsibilities:**

The Learning Support Officer is responsible for:

- Providing administrative support within the Learning Support Department
- Using computer software including desktop publishing, spreadsheets, database and web software
- Assisting student learning where discretion and judgment is required (including providing more individualised approaches and intervention strategies, and assisting in identification of learning needs and evaluation of progress under the general direction of the Learning Support Coordinator
- Participating in the monitoring, evaluation and reporting of student learning and programs
- Providing basic support to students within defined principles and parameters
- Assisting in wellbeing programs
- Working with students identified with additional learning needs. This could involve individual or small group interventions or in class classroom support, working in collaboration with teaching staff
- Assisting with student supervision in the classroom, on camps, excursions, sports days and extra curricular activities
- Attending relevant staff and departmental meetings
- Being aware and adhering to College policies and procedures
- Advising teachers about students to assist with curriculum differentiation
- Attending Program Support Group (PSG) meetings, where applicable
- Assisting in the development, writing, review and implementation of Personalised Learning Plans (PLP)
- Working collaboratively with colleagues and teachers regarding appropriate accommodation strategies, e.g. dictation, scribing, reading aloud to clarify text or to identify key pieces of information in order to answer questions. To assist with content of work such as setting out, spelling, simplifying text, simplifying questions, simplifying information
- When required, supporting the student/s to use assistive technologies, e.g. device, apps, etc.
- Supporting the student/s with organisation such as diaries, planners, lockers, etc.
- Maintaining discretion and professionalism and the dignity of the student/s at all times
- Supporting the student/s to make correct choices regarding classroom behaviour
- Supporting the student/s for both academic and emotional needs
- Monitoring the implementation of the PLP and relaying concerns to the Learning Support Coordinator
- Providing the student/s with a child safe environment
- Being proactive in reporting any concerns or identified risks
- Being familiar with and complying with the College Child Safe Policy and Code of Conduct, and any other policies or procedures relating to child safety
- Implementing strategies which promote a healthy and positive learning environment
- Any other duties as required by the Principal

**Qualifications, Skills and Experience:**

**Essential:**

- Ability to demonstrate a commitment to the Catholic Ethos and values of the College
- Demonstrated ability to carry out the role
- Must hold or be willing to obtain a Working with Children Check and undergo a National Police Check
- Familiarity with obligations relating to child safety and understanding of child safety

**Desirable:**

- Certificate III in Education Support
- Previous experience in an educational setting
- Knowledge of current interventions

**Key Selection Criteria:**

- Demonstrated understanding of and commitment to the ethos of Monivae College as a Catholic school in the MSC tradition
- Ability to work in a team environment
- Strong interpersonal communication demonstrating the ability to build rapport with students, staff and members of the College community
- Demonstrated ability to maintain confidentiality both within and outside the school
- Strong organisational and time management skills
- Proven commitment to ongoing professional learning
- A demonstrated understanding of Child Safe Standards and Ministerial Order no. 870