



De La Salle College is actively committed to fostering a community of safeguarding that recognises and upholds the dignity and rights of all children.

De La Salle College is an equal opportunity employer.

“The young should be able to see in your wisdom how they should behave.”

St John Baptist de La Salle - (Med 132.1—on the life of Saint Norbert)

ROLE PURPOSE

The Learning Support Officer supports the mission, vision and values of the College community and the College's Lasallian tradition wherein respect is the foundation for all relationships. She/he works collaboratively with Education Support teachers, subject teachers, mentors, students and parents to meet the individual learning needs of students.

KEY AREAS OF RESPONSIBILITY

Learning Support Officers work with a team to support the case management of students with additional learning needs. This requires a flexible approach to implementing strategies to suit each student. Whilst the Learning Support Officer reports to the Education Support Coordinator, they work under the guidance of an Education Support Teacher and the relevant classroom teacher. Encouraging students to develop a sense of responsibility towards their own education is a high priority. Learning Support Officers work in collaboration with teachers to support all students across all subject areas, including:

- a small, specifically identified group requiring targeted instruction;
- the broader range of students in the class or cohort;
- an individual student, when implementing a particular aspect/s of their Personalised Learning Plan (PLP).

OTHER DUTIES ASSOCIATED WITH THIS ROLE

- Working in partnership with subject teachers, under their direction, to support student learning goals as identified in the Personalised Learning Plan, where this does not require professional training;
- Attending to the care of the students, supporting their organisation skills, preparedness for class and access to the curriculum;
- Working with students in the class setting, providing 1:1 instructional support, or assisting with modifying the curriculum where necessary under the guidance of subject teachers and/or the Education Support Teacher;
- Working with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum;
- Providing support for a student's academic learning, behaviour program, physical care, or social progress throughout the entirety of a school day, including class and recess times;
- Communicating with the subject teachers, giving feedback on student's performance of tasks, work habits, behaviour, and social interactions;
- Assisting with the identification of student needs, skills and problems as they arise, and the evaluation of their progress, keeping the Educational Support Teacher informed at all times;
- Liaising with other Education Support personnel and teaching staff in order to maintain a comprehensive support program;
- Facilitating social interaction and promoting independence with the students;
- Attending Program Support Group meetings and reporting to stakeholders involved in the student's progress;
- Undertaking various administrative duties, including:
 - monitoring students' progress and supporting the implementation of Personal Learning Plans;
 - compiling notes on students' learning progress and wellbeing;
 - logging evidence of adjustments provided to the student in relation to the Nationally Consistent Collection of Data (NCCD) requirements;

- Supervising special provisions arrangements as required. This involves providing support in assessment tasks and examination conduct, including:
 - scribing;
 - supervision of extra time and rest breaks;
 - use of assistive technologies.

PROFESSIONAL PRACTICE

- Attend training programs.
- Attend Education Support and whole staff meetings, as required.
- Participate in an annual performance appraisal.

The Learning Support Officer will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the Principal.

General Responsibilities

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- 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.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are advised that they are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;
- Not willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others;
- Not willfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety College Policy may be viewed through accessing the College Policies on the Learning Management Platform (OLLIE).

CRITERIA

All applicants should be able to demonstrate:

- Alignment with values and Catholic ethos of the College;
- Commitment to the College's Child Protection Policy upholding the school's statement of commitment to child safety at all times;
- High level of professional personal presentation;
- Enthusiastic and highly motivated to contribute;
- Maintain high work standards with minimal supervision;
- Flexible and able operate effectively in a changing environment;
- Working With Children Check for Victoria and National Police Record Check required.

ACCOUNTABILITY

Reports to: Education Support Coordinator
Internal liaisons: Staff and students
External liaisons: Contractors, suppliers, parents

CONDITIONS

Conditions are as per the Catholic Education Multi Employer Agreement 2022.
This is an Education Support, Category B position, Level 2.

Classification: Education Support Officer Category B
Employment Status: Fixed Term
Time Fraction: Full time
Hours of Work: 8:00am to 4:00pm
Leave: 12 weeks annual leave (to be taken during school holidays)

This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the College's operations.