



DUTY STATEMENT

Learning Support Officer

Responsible to: Principal
Reports to: Learning Diversity Leader (LDL)
Reviewed: November 2020

The Learning Support Officer is responsible for the implementation of the College Vision and Mission, College policies and the planning, organisation and efficient running of the College, in particular, supporting teachers in assisting specified students with additional needs - learning difficulties, disabilities and impairments to facilitate the integration process, to increase the participation of students in educational programs and the social life of the College community.

FAITH COMMUNITY

Thomas Carr College staff members are expected to be committed to the core values of the College exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr.

In their roles, all Thomas Carr staff should model respectful relationships with all In their roles, all Thomas Carr College staff should develop and nourish respectful relationships with all members of the school community – students, staff, parents and families. In doing so they:

- Accept the Catholic ethos and education philosophy of the school.
- Maintain and clearly articulate a Catholic faith point of view reflecting the rich traditions of the Catholic Church.
- Initiate, develop and implement strategies to promote the Catholic identity of the school in their area of responsibility and in the broader community.
- Foster interpersonal relationships that reflect our values.

MAJOR AREAS OF RESPONSIBILITY

The Learning Support Officer's major areas of responsibility are incorporated in those of a normal teaching role. The additional areas of responsibility are:

1. Provides support to students with additional needs
2. To assist with the College's response to the Nationally Consistent Collection of Data (NCCD) process
3. To provide effective, accurate and comprehensive support for all aspects of Learning Diversity initiatives.
4. To adhere to all Child Safety legislation and College requirements.

The following duties are aligned to the major areas of responsibility:

Provide support to students with additional needs	Support student additional learning needs: Achieving this includes: <ul style="list-style-type: none">• Assists teachers with the implementation of strategies for students during class time• Liaises with teachers in identifying common goals to assist the student to engage in learning• Assists teachers to prepare for classes, taking into account the needs of students ie. typing, enlarging, copying, reading work onto tapes• Assists students with significant disabilities with scribing and reading, both in class and during assessment tasks and examinations• Supervises small groups of students under the direction and supervision of a teacher
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	<ul style="list-style-type: none"> • In consultation with the Learning Support Teachers, analyses and plans the most effective manner in which to integrate the student to subject matter • Participates in the monitoring and evaluation of programs and individual student involvement and achievement • Assists students on a rotational basis in Homework Club and Lunch Club. These may occur outside of working hours. • Assists students with mobility where necessary to classrooms, in school grounds, on excursions etc. This need will vary according to the individual student requirements. • Assist with students' personal care and hygiene as required • Works collaboratively with all staff, students and families
To assist with the College's response to the Nationally Consistent Collection of Data (NCCD) process.	<p>Assist with the College's response to the Nationally Consistent Collection of Data (NCCD) process:</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Assisting with the collection and recording of detailed notes and data surrounding individual adjustments made to meet the learner's needs. • Participating in the NCCD Moderation process, when necessary. • Assisting with the College's annual processes to support the NCCD collection under the direction of the Deputy Principal – Learning and Teaching. • Daily reports are written, and records maintained on each supported student • Weekly records of adjustments, made both inside and outside the classroom, are kept and uploaded to the NCCD data base, under the guidance and support of the Learning Support Admin Officer.
Assist the LDL with service provision	<p>Assisting with services across the Learning Diversity Team:</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Supporting the transition of students with additional needs to Thomas Carr College. • Ensuring that accurate and comprehensive information is available to all staff about students with additional needs in a timely and easily accessible manner. • Interpret and act upon assessments conducted by professionals such as Educational Psychologists and Speech Pathologists. • Conduct observations and provide feedback to Learning Diversity Leader and teaching staff. • Participate in Program Support Meetings (PSGs) with parents, facilitating as required. • Accessing ongoing professional learning for all College staff directed towards developing knowledge of the particular needs of individuals and groups, and possible responses to these needs. • Assisting the Directors of Learning with examination arrangements including scribes. • Maintaining an awareness of contemporary practices and initiatives around catering to students with additional needs.
Provide effective, accurate and comprehensive administrative support	<p>Provide effective, accurate and comprehensive administrative support for all aspects of Learning Support.</p> <p>This responsibility includes:</p> <ul style="list-style-type: none"> • Support the development and recording of Personalised Learning Plans (PLPs). • Assist with the identification and monitoring of students with learning difficulties with the supervision of specialised tests for students with diagnosed or undiagnosed needs.
To adhere to all Child Safety legislation and College requirements	<ul style="list-style-type: none"> • Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured. • Be familiar and comply with the College's Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.
Team Membership	<ul style="list-style-type: none"> • Learning Diversity Team • NCCD • English and Mathematics PLTs

ADDITIONAL DUTIES

- Actively support the College's Mission and Vision Statement.
- Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace daily.
- Actively promote a rigorous and vigilant culture of child safety.
- Provide students with a child-safe environment in which the inherent dignity of children and young people are respected and nurtured.
- Be familiar and comply with the College's Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.
- Proactively monitor and support student wellbeing and complies with the College's Student Wellbeing Support & Counselling Procedures.
- Exercise pastoral care in a manner which reflects College values
- Attend all school assemblies as required
- Attend school liturgical celebration as required
- Attend school organised activities relevant to house or year level as required
- Other duties as required by the Principal or delegate

KEY SELECTION CRITERIA

Essential

1. Understanding of and commitment to Catholic Education
2. Willingness to support and accept the Thomas Carr College Vision and Mission Statement and the values that underpin it
3. Demonstrated evidence of working with students and staff in classrooms to support student learning outcomes
4. Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community
5. Demonstrated proficiency using computers- the internet, email navigation and Microsoft Office, in particular Word and Excel
6. A demonstrated understanding of child safety and the appropriate obligations and behaviours when engaging with students
7. A Certificate III qualification in Educational Support or equivalent
8. A current Working With Children Check and National Police Record History Check and is a suitable person to engage in child-connected work
9. A driver's licence

Desirable

10. Prior experience in a secondary school setting

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner

Name: _____

Signature: _____ Date: _____

Authorised by (Employer Representatives)

Mr. Craig Holmes
Principal



Principals Signature

Dated: November 2020