



Learning Support Officer

Reports to:	Director of Learning and Growth: Learning Diversity
Classification:	Category B Level 2 Education Support
Tenure:	Ongoing/ Contract

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Learning Support Office, are aimed at supporting the growing, learning person: the young people whom the College serves.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young people and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.



OVERVIEW

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.

KEY RESPONSIBILITIES

Provide support to students with additional needs

- Assists teachers with the implementation of strategies for students during class time.
- Assist student with reasonable adjustments as noted in their PLP.
- Lead small group intervention, as required.
- Support Extensive students with Recess and Lunch supervision.
- Assist Extensive students with 1:1 class support.
- 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.
- Participates in the monitoring and evaluation of programs and individual student involvement and achievement.
- Assists students on a rotational basis in Lunch Club and after school intervention programs. 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 and students.

To assist with the College's response to the Nationally Consistent Collection of Data (NCCD) process.

Assist with the College's response to the Nationally Consistent Collection of Data (NCCD) process:

Achieving this includes:

- 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 Learning Diversity Partners, Director of Learning and Growth and Deputy Principals.
- Maintain records 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 Administration Officer.

Assist the Director of Learning and Growth: Learning Diversity with service provision

Achieving this includes:

- 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 student provision.
- Maintain an awareness of contemporary practices and initiatives around catering to students with additional needs and undertake professional learning as required.

Provide effective, accurate and comprehensive administrative support

Provide effective, accurate and comprehensive administrative support for all aspects of Learning Support.

This responsibility includes:

- 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.

TEAM ENGAGEMENT:

- Learning Diversity Team
- NCCD
- School PLT Teams
- All staff meetings

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.

ATTRIBUTES

1. A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
2. Ability to build relationships with young people.
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. Demonstrated excellence in the use of digital technologies in an educational setting.
10. Excellent communication, administrative and organisational skills.

QUALIFICATIONS

- Appropriate tertiary qualifications, with further study an advantage.
- A Certificate III qualification in Educational Support or equivalent.

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.