



# LEARNING SUPPORT OFFICER Role Description

## Vision Statement

Guided by our Catholic Identity, St Brigid's College ensures high levels of learning and success for all.

## Role Description

The Learning Support Officer (LSO) will demonstrate an open, flexible and creative approach, working to ensure that St Brigid's College's stated philosophy, aims and objectives and Mission Statement are reflected in practice. The LSO will liaise and work collaboratively with the Learning Diversity Leader in the first instance and then with Class Teachers, the Student Wellbeing Team and the Teaching and Learning Team to support the learning program at St Brigid's College especially in relation to those students who are identified as requiring assistance with their learning needs.

All Learning Support Officers will abide by the directive of Ministerial Order 870. They will know and understand the details embedded within the Child Safe Standards. The Learning Support Officer must understand and abide by the professional, moral and legal obligations to implement child protection and child safe policies, protocols and practices.

## Position Objectives

- Working collaboratively as a member of the Learning Diversity Team.
- Working under the direction of the Learning Diversity Leader and teachers.
- Assist in the delivery of Personalised Learning Plans (PLPs) for students that are designed by in collaboration between Learning Diversity Leader and families.
- Recognising and meeting the demands of the Disability Discrimination Act (1992) and the Disability Standards for Education (2005)
- Address any concerns with students, to the Learning Diversity Leader.
- Be available to assist with yard duty as timetabled from time to time.

## Responsible to:

The Principal, reporting via the Learning Diversity Leader and Business Manager (where applicable).

## Key Performance Indicators (Accountabilities and Responsibilities):

- Attending excursions and camps to support students with additional needs as required.
- Sharing strategies and ideas with classroom teachers for dealing with students who have special needs.
- Attending relevant in-service and meetings in Learning Diversity and general learning where applicable
- Attending regular meetings with the Learning Diversity Leader, when requested, to assist with planning and review of programs for students.
- Being punctual to the workplace and to designated timetabled classes.
- Provide regular feedback to Learning Diversity Leader and other LSO staff, on the performance of each individual student that you are responsible for each period.
- Throughout the duration of the class, remain active, move around the class, and focus on the funded students, continually speaking to the students involved. Even if the student appears engaged, quietly monitor their progress.
- If students are researching information on computers/Chromebooks/iPads, assist the students by using their device, not yours and don't allow students to have access to your iPad.
- Have an expectation that the students are to work and complete the tasks set by the teacher and to be firm with this expectation. Remember that there must be a professional staff/student relationship. If a funded student continues not to work, notify the teacher.
- Address the students if they demonstrate unacceptable behaviour or inappropriate language and inform the teacher that you have done so.
- Meet all obligations required under the St Brigid's College Staff Handbook and in particular the Staff Code of Conduct.
- Keep the Learning Diversity Leader always informed of all/any student needs.
- Other duties as directed by the Learning Diversity Coordinator.

## Key Attributes and Personal Traits

- Ability to utilise current Information and Communication Technology
- Ability to work both independently and as an effective team member.
- Punctuality and well-developed organisational skills.
- Can maintain confidentiality and sensitivity.
- Demonstrate support for the Catholic and Brigidine ethos of the College.
- Can exercise initiative and use sound knowledge where appropriate.
- Demonstrate a commitment to ongoing professional learning.
- Can work flexibly and be adaptable to change.

## Qualifications, Skills and Experience

- Demonstrate knowledge of available resources to support student learning.
- Demonstrate effective communication skills, oral and written, with students and staff.
- Demonstrate skills and understanding of the methodology and strategies that support all learners.
- Can have input into learning support and behavior management.
- Basic operating knowledge of word processing, spreadsheet, and Web applications
- Working with Children Check.
- Police Records Check

## Award and Conditions

Title	Learning Support Officer
Classification	Education Support Officer Level 1
	Category B
Time fraction	As required
Hours of work	Normally between 8:30am and 4:30pm
Value range	In accordance with the Victorian Catholic Education Multi Employer Agreement 2018 (VCEMEA-2018)
Employment status	Fixed Term or Ongoing
Leave entitlements	In accordance with the Victorian Catholic Education Multi Employer Agreement 2018 (VCEMEA-2018)
Date	Mar 2023

## Appraisal

An initial review will be conducted within a 2-month period of commencement, followed by Annual review Meeting (ARM) with the Learning Diversity Leader (or delegate)

## Other Information

Nil

## Appendices

Nil

## Document Review

<b>Prepared: Jan 2010</b>	<b><u>Date</u></b>	<b><u>Comment</u></b>
Updated:	March 2014	
Updated:	April 2017	Layout updated, etc.
Updated:	August 2019	Position Titles, VCEMEA Update.
	Jan 2020	Position Titles, VCEMEA Update.
Reviewd:	April 2023	Minor upgrades
Due for Review:	<b>March 2024</b>	