

Learning Support Officer

Position Information Document

Name

Classification Replacement 12 month contract
ESO Grade 3 Curriculum Stream

Commencement Date Monday 22 July 2024

End Date Friday 4 July 2025

Hours of work 32.5 hours per week
8.30am to 3.30pm, Monday to Friday
Over 40 weeks of the school year

Salary As per the current South Australian Catholic Schools Enterprise Agreement.

Screening Please note that the position is subject to ongoing satisfactory Working with Children Check (WWCC) and other screening clearance checks that may be required, at regular intervals, throughout the duration of your employment.

Special Requirements CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

Additional hours of work may be required.

Perform any other duties as directed by the Principal.

POSITION OBJECTIVE/SUMMARY

The Learning Support Officer works under the direction of the Leader of Learning - Inclusive Education (TLM-IE). The Learning Support Officer will support students with specific learning needs and disability. They will work collaboratively with College staff to ensure that pathways for students are developed and students achieve successful learning outcomes.

KEY WORKING RELATIONSHIPS

Responsible to the Principal

- Leader of Learning - Inclusive Education (TLM-IE)
- Director of Students (DS)
- Director of Teaching and Learning (DTL)
- Leaders of Learning
- Student Managers
- Community, Spirituality and Identity Coordinator
- College Executive Leadership Team
- Teaching and Administration Staff
- Students
- Parents/Caregivers
- Education/Training Providers/Industry Partners and Associates
- Other Relevant Stakeholders

KEY DUTIES AND RESPONSIBILITIES

Receiving little direct supervision, the position will support teaching staff with student learning activities.

Duties include, but are not limited to:

- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment under the supervision of a teacher, of the learning needs of students by employing behavioural management strategies to ensure a safe, orderly and successful learning environment.
- Carry out a wide variety of tasks associated with classroom learning experiences (e.g. assisting teachers in preparing, implementing and supervising classrooms and/or intervention programs).
- Apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to approval of the teacher.
- Supervise and care for students with additional needs including support for individual students or groups of students in accordance with Personalised Plans for Learning (PPL) as required.
- Demonstrate practical activities within a variety of routines, methods, and experiences under supervision of teachers where discretion and judgement are required.
- Participate in the evaluation of programs and student involvement and document student progress/behaviour in SEQTA as directed.
- Provide yard duty support to teachers in accordance with school procedures.
- Assist with identifying student learning/behaviour problems
- Assist teachers with the care of students on excursions, activities and other classroom and associated school/educational activities.
- Assist with physical requirements of students requiring special care.
- Provide general assistance of a supportive nature to teachers when required.
- Actively participate in school activities/events, staff/team meetings, required training and/or professional development and professional reviews.
- Undertake other duties as required/directed by the Principal (or delegate)

QUALIFICATIONS AND EXPERIENCE

It is expected that the Learning Support Officer at St Patrick's Technical College will have:

- Demonstrated successful experience working in a school environment
- A Certificate IV in Education / Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Prior experience working in an education environment is highly desirable.
- Possess a current First Aid qualification and a current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) certificate and current Working with Children Check.

PERSON SPECIFICATION

It is expected that staff at St Patrick's Technical College will:

- Demonstrated ability working and communicating effectively with children. Experience working with children with special needs is highly desirable.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Ability to implement positive and supportive behaviour management practices and be a good role model for students.
- Excellent interpersonal and communication skills (verbal and written) and proven ability to develop a strong positive rapport with students, staff, and parents/caregivers and foster effective professional relationships.
- Able to work with minimal direction and supervision and analyse and plan approaches to apply effective solutions to a range of problems.
- Self-motivated, resilient, and able to work productively in a complex environment as an effective and positive team member and supervise other staff, as applicable.
- High level organisational and time management skills, able to effectively prioritise tasks, be proactive and able to work under pressure and meet required timelines.
- Demonstrated ability to work with little direct supervision, take responsibility for own outcomes in relation to role requirements and take significant initiative and responsibility to support educational and school outcomes.
- Demonstrated high level of confidentiality, trust, integrity, and work ethic.
- Demonstrated advanced computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite.
- Ability to deal effectively with unexpected situations and/or emergencies.
- An active commitment to ongoing professional learning and development.

PROFESSIONAL RESPONSIBILITIES

It is expected that staff at St Patrick's Technical College will:

- Have a commitment to participate in activities that both support and develop the College's Catholic ethos and that of the Catholic Church
- Adhere to the Code of Conduct for staff employed in Catholic Education SA (CESA) schools
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines and procedures
- Support and implement College policies and the contents of the Staff Handbook
- Support the educational life of students
- Ensure that confidential information is handled appropriately
- Attend meetings of staff as required
- Accept delegated responsibilities
- Obtain WHS qualifications and training modules as required
- Obtain relevant certifications or registrations required for the performance of the role

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 WHS Act 2012

PLEASE NOTE: This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.