

Learning Support Officer

Position Information Document

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Classification	Temporary Term 3 contract ESO Grade 2 Curriculum Stream
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Commencement Date	Monday 22 July 2024
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End Date	Friday 27 September 2024
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Hours of work	13 to 32.5 hours (negotiable) 8.30am to 3.30pm Days of work to be Monday to Friday (negotiable)
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Salary	As per the current South Australian Catholic Schools Enterprise Agreement
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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.
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Special Requirements	<p>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.</p> <p>Additional hours of work may be required.</p> <p>Perform any other duties as directed by the Principal.</p>
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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

Under the direction of the Leader of Learning – Inclusive Education, the Learning Support Officer will:

- Assist with the recording of adjustments and maintaining student records
- Assist teachers with classroom activities, consent forms and other tasks associated with excursions and the care of students
- Assist with the collection, preparation and distribution of classroom materials
- Observe students and draw the attention of the teacher to them when necessary
- Provide general assistance of a supportive nature to teachers as directed
- Participate in team meetings as required
- Assist teachers with implementation of learning programs including modified subjects, Indigenous Education, EAL support, Literacy and Numeracy support
- Assist in the translation of simple instructions
- Assist with physical requirements of students requiring special care
- Support and participate in work experience visits and school activities

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
- Current Working With Children Check
- Holds/currently studying/a willingness to study a relevant qualification eg Certificate 3 in Education Support
- A current First Aid qualification and a Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) certificate

PERSON SPECIFICATION

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

- Commit to the Catholic ethos and to the mission and values of the College
- Be able to work with and provide input to the College to generate positive outcomes in relation to the College's objectives and improve practices
- Have a pleasant and helpful manner with a high degree of tact and sensitivity
- Be able to prioritise tasks and show initiative and flexibility in completing them
- Be able to exercise judgement and initiative to resolve issues encountered
- Have an ability to identify more complex issues and refer with appropriate advice and recommendations
- Possess excellent interpersonal and communication skills, and evidence of successfully relating to others in a responsive manner
- Maintain high standards in all areas of College life
- Be committed to ongoing professional 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.