

Learning Support Officer

Position Information Document

Name

Classification

Permanent
Education Support Officer Grade 3 Curriculum Stream

Commencement Date

Hours of work

32.5 hours per week, 8.30am to 3.30pm
Days of work to be Monday to Friday
40.2 weeks of the school year (spread over 41 weeks)

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

Additional hours of work may be required.
Perform any other duties as directed by the Principal.

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

CESA is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

COLLEGE VISION

To be at the forefront of vocational education, nurturing the next generation of industry leaders dedicated to shaping a better world.

COLLEGE MISSION

St Patrick's Technical College inspires students for success in their first career. Through a dynamic and innovative learning model grounded in Catholic social teaching and informed by industry, we create exceptional and work ready young adults.

COLLEGE VALUES

As a Catholic Vocational College caring for young adults we live our story by

Welcome

Welcoming all to our learning community

Hope

Offering hope and a sense of purpose to all

Serve

Valuing and serving others

Respect

Respecting ourselves and our environments

Celebrate

Developing and celebrating each person's unique talents

POSITION OBJECTIVE/SUMMARY

Under the direction of the Principal (or delegate), the Learning Support Officer provides assistance to teachers in meeting the identified educational needs of students. Receiving little direct supervision and subject to periodic progress checks, the role focuses on supporting teaching staff with student learning activities. The Learning Support Officer works closely with College staff to facilitate student learning activities, develop appropriate pathways, and promote successful learning outcomes for all students.

KEY WORKING RELATIONSHIPS

Responsible to the Principal

- Principal/ Assistant Principal
- Inclusive Education Leader (IE)
- Teaching & Learning Mentors
- Students & Wellbeing Leaders
- Teaching & Learning Leaders
- Teaching & non-Teaching Staff
- Parents/Carers, Students and College community
- Education/Training Providers/Industry Partners and Associates
- Other Relevant Stakeholders

KEY DUTIES AND RESPONSIBILITIES

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 learning needs including support for individual students or groups of students in accordance with Personalised Plans for Learning (PPL) as applicable.
- 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 College procedures.
- Assist with identifying student learning or behaviour challenges.
- Provide specialist advice, under the supervision of the teacher (or delegate), to students in relation to handling and the use of materials and equipment in practical learning areas.
- As applicable, and in consultation with the subject specialist, undertake specialist instruction to students in practical learning subjects.
- Assist in following up student assignments to ensure work is submitted as required.
- In consultation with teachers and others, select appropriate reference materials and other educational tools to support student learning.
- Assist teachers with the care of students on excursions, activities and other classroom and associated College/educational activities.
- Assist with physical requirements of students requiring special care, as appropriate.
- Provide general assistance of a supportive nature to teachers when required.
- Actively participate in College activities, events, staff and team meetings, required training, professional development, professional reviews and student Work Experience calls and visits.
- Undertake other duties as directed by the Principal (or delegate).

ROLE REQUIREMENTS

- Demonstrated successful experience working in a school environment
- A Certificate IV in 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.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification, as directed by the College.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, 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.

PERSON SPECIFICATION

- Commit to upholding and actively contributing to the Catholic ethos of the College.
- Demonstrated ability working, supervising, and communicating effectively with school students including supporting students with special needs.
- Demonstrate a broad knowledge of a range of inclusive and supportive behaviour techniques to positively contribute to student learning.
- Ability to model and support positive behaviour procedures.
- Demonstrated ability to take significant initiative, apply solutions to a range of problems and analyse and plan approaches to effectively support students' wellbeing, social interactions and learning.
- Excellent interpersonal skills contribute to positive interactions within the College community and with external parties and to supervise other staff, as required.
- Ability to work with low level of direct supervision, take direction on broader technical aspects of the work and apply solutions to a range of problems by analysing and planning to meet required outcomes.
- Effective time management and organisational skills and ability to prioritise tasks to meet timelines for required outcomes, taking responsibility for own outcomes.
- Proficiency in using a computer and applicable programs, and the ability to operate office and other ICT equipment.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to deal effectively with unexpected situations and/or emergencies.
- An active commitment to ongoing professional learning and development.
- Continence Care Training is desirable.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.