

DUTY STATEMENT LEARNING SUPPORT OFFICER

Education Support Employees

Responsible to:	Deputy Principal – Learning & Teaching
Reports to:	Director of Learning Support
Reviewed:	2022

Overview of Role

Learning Support Officers work collaboratively within a team setting, to provide support for a student's academic learning, behavioural program, physical care, or social progress throughout the school day. Learning Support Officers will provide direct or indirect services to students, assist students on an individual or group basis in specific learning areas and will work under the direction of a teacher who has the ultimate responsibility for the design, implementation, and evaluation of education programs.

Funding is provided through the Nationally Consistent Collection of Data, to assist students with a disability to receive educational adjustments that allow them to participate in education on the same basis as students without disability.

The Director of Learning Support is responsible for managing this program and works closely with Learning Support Officers to provide the best possible options and supports to inspire and challenge these students to reach their learning potential. Learning Support Officers also focus on student participation, inclusion and success in College life, building and developing executive functioning, emotional regulation and adaptive strategies.

Learning Support Officers develop a deep, evidence based understanding of the students' particular learning profiles. They will work collaboratively with the students, their parents and their teachers to implement the most informed and contemporary pedagogy, taking advantage of the latest technologies. Learning Support Officers will collect and analyse data, maintain accurate records and demonstrate exemplary

Faith community

- Accept the Catholic ethos and education philosophy of the school.
- Maintain and clearly articulate a Catholic faith point of view.
- Promote knowledge of the rich traditions of the Catholic Church.
- Initiate, develop and implement strategies to promote the Catholic identity of the school in the area of responsibility and in the broader community.
- Initiate and support programs that teach and reinforce Christian values.
- Foster interpersonal relationships that reflect the Mercy values of love, respect, justice, hope and service.

Vision for the whole school

- Be committed to regular and ongoing professional learning and skill improvement
- Comply with the policies and directions contained in the Sacred Heart College Handbook.
- Observe the College's code of behaviour at all times in order to be a positive role model to colleagues and students.
- Understand and comply with legislated Child Safety requirements.

Learning and Teaching

- To assist and support students, individually, in small groups, in classrooms and in co-curricular activities
- To implement the program as directed by the Teachers and/or the Director of Learning Support
- To prepare resources and adapt tasks under the direction of Teachers and/or the Director of Learning Support
- To implement appropriate behaviour strategies and programs as directed by Teachers and/or the Director of Learning Support
- To assist the Director of Learning Support by attending, preparing for and responding to the outcomes of the Program Support Group (PSG) meetings
- Other duties as required by The Director of Learning Support

People And Resources

- To become familiar with students profiles and allied health reports
- To encourage and support students to be independent and intrinsically motivated
- To communicate effectively between the Parent Support Group meeting and Teachers and be a positive advocate for the students with whom they work
- To work very closely with Year Level Leaders, Subject and Homeroom Teachers.
- To attend Homeroom to assist students with organisation
- To attend school excursions and camps as requested
- To supervise students during Recess and Lunch (in the grounds or the buildings), as requested
- To administer where appropriate, personal assistance to students in the areas of mobility, personal hygiene, health management, communication and social skills, whilst at all times adhering to Occupational Health and Safety guidelines
- To attend and participate actively in Learning Support team meetings
- To construct a timetable of support in collaboration with the Learning Support team
- To assist with Learning Support Department administration duties when requested
- To uphold confidentiality at all times

Community

- To communicate concisely with parents and guardians as required, restricting all communication to the facts and avoiding personal comments.
- To inform the Director of Learning Support of the nature and extent of communication with parents and guardians
- To represent the College at events where required
- To liaise with other external agencies as required

Additional Duties

- Model collaboration and empathic relationships
- Actively support the College's Mission and Vision statement;
- Other duties as required by the Principal.