



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## LEARNING SUPPORT OFFICER

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|----------------|--|
| Title          | Learning Support Officer                                     |
| Classification | To be negotiated   |
| Reports to     | Learning Diversity Leader                                    |
| Conditions     | Victorian Catholic Education Multi Enterprise Agreement 2022 |

### Purpose of the Position

The Learning Support Officer (LSO) will work closely with the Learning Diversity Leader to provide the best possible options and supports to inspire and challenge students with diverse needs to reach their potential. The LSO must actively support and promote the College values of Live Fully Act Justly.

They are to be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation, and decision-making.

It is the role of the LSO to help young people grow as learners given every individual is made in the image and likeness of God. The LSO will also assist students to grow in their knowledge and understanding of how to act as Christian people and to be in right relationship with one another.

The person appointed to this position is accountable to the Learning Diversity Leader and is responsible for assisting with the integration of students with diverse needs into the general school community.

When required other general duties at the College may be allocated.

This position will involve working in a co-operative team, with College leaders, with the Learning Diversity Leader and with subject teachers.

It is a position that will involve a variety of functions and will require a flexible approach to all the tasks required.

### Responsibilities

1. Support the Catholic Identity of Catholic Regional College Caroline Springs and assist young people to participate in the full experience of College life including prayer, liturgy and social justice activities.
2. Support students' learning under the direction of a teacher with individual and/or small groups of students, both within and outside of the classroom and to assist them with their educational and developmental program.
3. Have an understanding of National Consistent Collection of Data (NCCD) and the collection of necessary data.
4. When required, accompany students on excursions, school camps and other out of school activities.
5. Contribute to Program Support Group (PSG) meetings for students with Diverse needs.
6. Assist with the administrative tasks, including but not restricted to, funding, NCCD data collection, PSG agendas and minutes, Personalised Learning Plans (PLPs) and other administrative tasks associated with students with diverse needs.
7. Support teachers to understand the specific learning needs of students in order to prepare appropriate PLPs and learning opportunities.
8. Attend and participate in Learning Support Team meetings.



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

9. Any other task assigned by the Principal or his/her nominee commensurate with the position to which the person is appointed.

## Specialist Skills and Experience

1. High-level attention to detail and accuracy.
2. Excellent organisation skills.
3. Strong overall computer literacy skills.
4. High level of initiative.

## Interpersonal Skills

1. Professional communication skills.
2. Maintain strong relationships with teaching staff, and colleagues within the Learning Support team.
3. Respectful, friendly, and courteous.
4. Organised.
5. Sound written communication skills.
6. Professional respect for the privacy of each individual.
7. High-level attention to detail and accuracy.

## Key Performance Indicators

1. High quality support for students with diverse needs.
2. Evidence of growth in identified student-learning measures.
3. Quality and accuracy of administrative support for students with diverse needs.
4. Maintain professional and pastoral rapport with students, parents, and staff.
5. Evidence of supporting students and staff in the provision of Personalised Learning Plans (PLP).
6. Evidence of students with diagnosed conditions and behaviours being successfully educated within the College community.
7. Ongoing commitment to personal professional learning.

## Qualifications and Experience

1. Certificate IV or higher qualification in Educational Support (desirable)
2. 3 years experience as a Learning Support Officer of working within schools (highly desirable)
3. Current/previous university study in education (desirable)
4. First Aid training (beneficial)
5. Working with Children Check
6. Current Police Check



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## Child Safety

1. Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures, and practice.
2. Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
3. Provide students with a child-safe environment.
4. Uphold a zero-tolerance attitude towards child abuse.
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
6. Provide a safe and accessible environment for children with a disability.
7. Implement strategies that promote a healthy and positive learning environment for all learners.

## Criteria

Applicants to the position should be able to demonstrate:

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. Appropriate qualifications and experience as a Learning Support Officer.
3. Appropriate skill levels in Mathematics and English.
4. Demonstrated understanding of a variety of academic, social, and emotional challenges affecting students in Years 7 – 10.
5. An ability to develop productive relationships with students, staff, and parents.
6. Excellent organisational and administrative skills.
7. Highly developed interpersonal and communication skills
8. High attention to detail and accuracy in record keeping.
9. An understanding of the College context and requirements for ensuring child safety.
10. Competence in the use of Information and Communication Technology.