



# CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

## EAL LEARNING SUPPORT OFFICER

Title	EAL Learning Support Officer
Classification	Full-time
Length of Appointment	Fixed term (one year)
Reports to	Learning Diversity Leader Learning Area Leader EAL
Conditions	Curriculum Education Multi Enterprise Agreement 2022

### Purpose of the Position

The EAL Learning Support Officer (LSO) will work closely with the Learning Area Leader EAL and 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 EAL 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 EAL LSO to help young people grow as learners given every individual is made in the image and likeness of God. The EAL 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 Area Leader EAL and the Learning Diversity Leader and is responsible for assisting with the integration of students with diverse needs into the general school community.

### 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 EAL and/or refugee backgrounds.



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6. Assist with the administrative tasks associated with learning support, 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.
9. Any other task assigned by the Principal or their 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.
5. Provide literacy and language scaffolding for EAL students.

## 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 an EAL and/or refugee background.
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. Ongoing commitment to personal professional learning.

## Qualifications and Experience

1. Certificate IV or higher qualification in Educational Support (desirable)
2. Previous experience within schools (desirable)
3. First Aid training (beneficial)
4. Working with Children Check
5. Current Police Check



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## 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.