



ST FRANCIS XAVIER COLLEGE
Berwick, Officer and Beaconsfield

Learning Support Officer

Position Description	
Position Title:	Learning Support Officer
Reporting Relationships:	Responsible to the Vice Principal and directly through the Director of Learning Adjustment
Direct Report (If Applicable):	N/A
FTE & Position type:	Part Time, Ongoing
Classification Level:	Level 2, Category B under the VCEMEA 2018
Campus Location	Berwick, Officer and Beaconsfield

Mission:

I am the Way, the Truth and the Life (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

Role Summary:

The expectation is that the Learning Support Officer will reflect the values, beliefs and attitudes of the College.

The immediate contact point for the Learning Support Officer is the Learning Enhancement Campus Coordinator. The Deputy Principal - Head of Campus, Vice Principal and the Principal will also seek, from time to time, an evaluation of the program and the progress of the students. The Special Education staff at the Catholic Education Office are available for advice and this advice can be accessed via the Director of Learning Adjustment. Learning Support Officers are encouraged to explore ways of furthering their knowledge and competence in their role, through the courses and professional learning programs available.

Key Duties & Responsibilities:

- To work with integrated students and other students with special needs across all school programs including Year 7 – 10 regular classes, VCE, VCAL, New Arrivals (ESL) Program and any other curriculum or co-curricular program in which students may participate
- To maintain a calm and caring atmosphere in the classroom for children with special needs under the direction of the classroom teacher
- To attend Program Support Meetings (held each term) and other meetings as directed by the Principal, Vice Principal, the Learning Enhancement Campus Coordinator and the Director of Learning Adjustment
- To be available for school excursions, overnight camps and other activities as directed or approved by the Learning Enhancement Coordinator and within employment conditions

- To work as a team member both with other Learning Support Officers and with teachers. To attend team meetings as required
- To record lesson outcomes to fulfil monitoring and evaluation requirements for student programs.
- To attend classes as timetabled, and to be flexible in order to cover emergency situations where necessary
- To maintain and file accurate records of all contact with parents and service providers
- To complete administrative and associated Learning Enhancement tasks as directed
- To undertake other duties as directed by the Principal from time to time including Yard Duty

Specific tasks include:

Students:

- To support students within regular classes. To be punctual and accompany students in the nominated classes, and to provide discreet assistance/guidance for academic and personal needs.
- To work 1:1 with students to develop and enhance skills as directed
- To administer any therapy or medication required during the course of the day as directed by the appropriate health professionals within College Policies and Guidelines
- Attend to the individual personal care needs of students as outlined in the student's individual management plan eg toileting
- To encourage the student to interact with other students in a positive manner both within and beyond the classroom
- To work unsupervised with individual students and small groups of students to deliver the school's Life Skills, New Arrivals (ESL) Program, Literacy Development, Individual Student Program (ISP) and any other programs offered by the College
- To assist students to maximise their outcomes through support for organisational skills, such as: use of the ePlanner for noting homework; punctuality and settling in class; organisation of books and materials
- To prepare, collect and distribute curriculum support teaching aids, materials and equipment, and assist students with their use following consultation and direction with subject teachers and the Learning Enhancement Coordinator
- To provide specialised assistance peculiar to specific disabilities including Autism Spectrum Disorders, Intellectual Disabilities and Sever Language Disorders

Teachers:

- To work under the direction of the classroom teacher to support students in the regular classroom
- To collaborate with the classroom teacher to identify, prepare and utilise suitable resources for students
- To inform the classroom teacher of issues that arise during class associated with the student's academic program and well being
- To work collaboratively with subject teachers in the delivery of a differentiated and adjusted program for the designated students
- To implement assessment special arrangements/provisions under the direction of the classroom teacher and the Learning Enhancement Coordinator
- To liaise with Care Group teachers and House Co-ordinators as directed by the Learning Enhancement Coordinator
- To be a member of a House and provide support to facilitate the inclusion of students with additional needs as directed by House Coordinator and approved by the Learning Enhancement Coordinator

Parents:

- In consultation with the Learning Enhancement Coordinator to liaise with parents in relation to day-to-day matters such as homework, and for reviewing the student's individual program. A record of all contact must be maintained and a copy provided to the Learning Enhancement Coordinator.
- If the student is absent to assist in the gathering and collection of work to be completed at home.
- To assist students with recording homework in the ePlanner and providing additional notes that will be helpful for the student in completion of the task

Outside Providers:

- Under the direction of the Learning Enhancement Coordinator liaise with other therapists and service providers working with the students in the Learning Enhancement programs such as Speech Therapy and Social Skills Training

Administration:

- To maintain students' files and keep necessary records, observing the requirements both of access and privacy, preserving confidentiality and discretion in relation to staff and students
- To assist in the completion of accountability documents associated with their work
- To assist in the preparation of Personal Learning Plans.
- To complete other administrative tasks as directed by the Principal, Vice Principal, Learning Enhancement Team Leader and Learning Enhancement Campus Coordinator associated with the work of the Learning Enhancement Department

Qualifications, Skills and Knowledge:

- Certificate III in Education Support
- Experience with Microsoft programs
- Punctual and excellent time management skills
- Ability to work autonomously as well as part of a team
- Ability to analyse and interpret data
- Clear and effective communication skills both written and verbal
- Full understanding of Child Safety requirements at the College and will ensure that learning enhancement programs promote the safety, wellbeing and inclusion of all children
- Ability to work 1:1 with students and develop and enhance skills as directed
- Ability to build positive relationships and communicate effectively with students, families, school staff and other services
- Ability to apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to the approval of the applicable teacher
- Commitment to occupational health and safety
- Understand and follow relevant College policy and government legislation e.g. Privacy Policy
- An understanding of and commitment to Catholic education

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis

Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

- Current Working with Children Check
- National Police Record Check

Last Updated:

April 2019