



Learning Support Officer

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| Reports To: | Deputy Principal Wellbeing |
| Collaborates with: | Learning Diversity Leader (LDL) |
| ROLE DESCRIPTION | |
| <p>The Learning Support Officer is responsible for the implementation of the College Vision and Mission, College policies and the planning, organisation and efficient running of the College, in particular, supporting teachers in assisting specified students with additional needs - learning difficulties, disabilities and impairments to facilitate the integration process, to increase the participation of students in educational programs and the social life of the College community.</p> | |
| FAITH COMMUNITY | |
| <p>All Positions at Thomas Carr College are appointed by the Principal and are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. Each Thomas Carr College staff member is expected to be committed to the core values of the College:</p> <ul style="list-style-type: none"> • Model the Catholic ethos and education philosophy of the school • Initiate, develop and implement strategies to promote the Catholic identity of the school in the area of responsibility and in the broader community • Work to create a culture of service focusing on the College Mission, engaging in all faith-based events and professional learning. | |
| RESPONSIBILITIES | |
| <p>The responsibilities and time allowance outlined above may be subject to variation from time-to-time as the administrative arrangements for the College unfold.</p> | |
| 1. Provide support to students with additional needs | <p>Support student additional learning needs:</p> <p>Achieving this includes:</p> <ul style="list-style-type: none"> • Assists teachers with the implementation of strategies for students during class time • Liaises with teachers in identifying common goals to assist the student to engage in learning • Assists teachers to prepare for classes, taking into account the needs of students ie. typing, enlarging, copying, reading work onto tapes • Assists students with significant disabilities with scribing and reading, both in class and during assessment tasks and examinations • Supervises small groups of students under the direction and supervision of a teacher • In consultation with the Learning Support Teachers, analyses and plans the most effective manner in which to integrate the student to subject matter • Participates in the monitoring and evaluation of programs and individual student involvement and achievement • Assists students on a rotational basis in Homework Club and Lunch Club. These may occur outside of working hours. • Assists students with mobility where necessary to classrooms, in school grounds, on excursions etc. This need will vary according to the individual student requirements. • Assist with students' personal care and hygiene as required • Works collaboratively with all staff, students and families |



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| 2. To assist with the College's response to the Nationally Consistent Collection of Data (NCCD) process. | Assist with the College's response to the Nationally Consistent Collection of Data (NCCD) process: Achieving this includes: <ul style="list-style-type: none">• Assisting with the collection and recording of detailed notes and data surrounding individual adjustments made to meet the learner's needs.• Participating in the NCCD Moderation process, when necessary.• Assisting with the College's annual processes to support the NCCD collection under the direction of the Deputy Principal – Learning and Teaching.• Daily reports are written, and records maintained on each supported student• Weekly records of adjustments, made both inside and outside the classroom, are kept and uploaded to the NCCD data base, under the guidance and support of the Learning Support Admin Officer. |
| 3. Assist the LDL with service provision | Assisting with services across the Learning Diversity Team: Achieving this includes: <ul style="list-style-type: none">• Supporting the transition of students with additional needs to Thomas Carr College.• Ensuring that accurate and comprehensive information is available to all staff about students with additional needs in a timely and easily accessible manner.• Interpret and act upon assessments conducted by professionals such as Educational Psychologists and Speech Pathologists.• Conduct observations and provide feedback to Learning Diversity Leader and teaching staff. • Participate in Program Support Meetings (PSGs) with parents, facilitating as required.• Accessing ongoing professional learning for all College staff directed towards developing knowledge of the particular needs of individuals and groups, and possible responses to these needs.• Assisting the Directors of Learning with examination arrangements including scribes.• Maintaining an awareness of contemporary practices and initiatives around catering to students with additional needs. |
| 4. Provide effective, accurate and comprehensive administrative support | Provide effective, accurate and comprehensive administrative support for all aspects of Learning Support. This responsibility includes: <ul style="list-style-type: none">• Support the development and recording of Personalised Learning Plans (PLPs).• Assist with the identification and monitoring of students with learning difficulties with the supervision of specialised tests for students with diagnosed or undiagnosed needs. |
| 5. Child Safety | <ul style="list-style-type: none">• Be responsible for applying the College's Child Safety Policy and procedures including being compliant with the Child Safety Code of Conduct.• Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values. |
| 6. Other | <ul style="list-style-type: none">• Actively support the College's Mission and Vision Statement. |



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| | <ul style="list-style-type: none"> • Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace daily. • Actively promote a rigorous and vigilant culture of child safety. • Provide students with a child-safe environment in which the inherent dignity of children and young people are respected and nurtured. • Be familiar and comply with the College’s Commitment to Child Safety, Child Safe Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety. • Proactively monitor and support student wellbeing and complies with the College’s Student Wellbeing Support & Counselling Procedures. • Exercise pastoral care in a manner which reflects College values • Attend all school assemblies as required • Attend school liturgical celebration as required • Attend school organised activities relevant to house or year level as required • Other duties as required by the Principal or delegate |
| <p>Team Membership</p> | <ul style="list-style-type: none"> • Learning Diversity Team • NCCD • English and Mathematics PLTs |
| <p>KEY SELECTION CRITERIA</p> | |
| <p>Essential</p> <ol style="list-style-type: none"> 1. Demonstrates a strong understanding of, and commitment, to Catholic education. 2. Demonstrates an understanding and acceptance of the Thomas Carr College Mission Statement and the values that underpin it. 3. Demonstrated passion, energy, optimism, the ability to make things happen, and a genuine interest in and commitment to serving students and parents. 4. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff students and parents. 5. Demonstrated ability to develop and lead a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation. 6. Be a visible leader. 7. Demonstrated evidence of working with students and staff in classrooms to support student learning outcomes 8. Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community 9. Demonstrated proficiency using computers- the internet, email navigation and Microsoft Office, in particular Word and Excel 10. A demonstrated understanding of child safety and the appropriate obligations and behaviours when engaging with students 11. A Certificate III qualification in Educational Support or equivalent 12. A current Working With Children Check and National Police Record History Check and is a suitable person to engage in child-connected work 13. A driver’s licence <p>Desirable</p> <ol style="list-style-type: none"> 14. Prior experience in a secondary school setting | |
| <p>QUALIFICATIONS</p> | |
| <ul style="list-style-type: none"> • Working With Children Check • National Police Record History Check • Appropriate tertiary qualifications, with further study an advantage. • A Certificate III qualification in Educational Support or equivalent | |