



Learning Support Officer

The Learning Support Officer will work under the supervision of the Learning Enhancement Leader in their role of assisting students with specific learning needs to achieve success with their studies in a mainstream setting.

They will be responsible for supporting the subject teacher in the delivery of educational programs to students with additional learning needs, ensuring that these students have access to and participate fully in learning activities.

Child Safety:

Consistent with our mission as a Catholic school, the Our Lady of Sion College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of the safety and wellbeing of our students.

- All staff must comply with the Our Lady of Sion Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing

Key Responsibilities:

- To understand the information available at the College in relation to students with learning needs
- To be aware of the teacher's expectations of the student in the class and to support teachers in achieving the goals outlined in the Individual Learning Plan
- Reinforce the teacher's instructions/directions and help keep students on task
- Take notes when the teacher is giving instructions/explanations to the class and use visual prompts like drawings or diagrams when confirming, revising, repeating, etc
- If a student is absent, take notes of what is covered so as to review and familiarise the student with work missed
- Collect worksheets covered on days absent, to assist the student catch up
- Assist in testing situations as directed by the subject teacher and/or the Learning Enhancement Leader
- Provide assistance with recording homework requirements
- Discuss recommendations, ideas, changes, etc. with the subject teacher
- Ensure they and the supported student is part of the whole class setting
- Support the development of organisational skills
- Encourage participation in small group and whole class tasks

- Provide feedback to the class teacher and Student Support team about how the student is coping with the activities, their general learning behaviour and any other observations
- Keep accurate records about the student's achievements, level of participation, behaviours and amount of assistance required
- Be clear about expectations, classroom routines, and support role
- Assist the Student Support team in helping students develop social interactions with their peers and work to promote the self-esteem of the students. Model and reinforce positive interactions
- Attend excursions, co-curricular activities, retreats and camps to help students participate fully
- Encourage independence and be aware of when a student can and should work independently
- Help facilitate alternative assessment strategies including modified exam conditions
- Attend Program Support Group meetings as required and provide feedback on the effectiveness of the individual support program. Assist with taking of minutes as required

Any other duties as required by the College Principal