

Learning Support Officer

REPORTING RELATIONSHIP	Director of Learning Enhancement & Support
School Commitment	<p>At Santa Maria College, our vision of One Community, Three Villages embodies our commitment to educate young women for now and into the future.</p> <p>Acutely aware of the interdependence between Faith, Learning and Wellbeing, the following pillars guide our leadership endeavours to build a community of holistic learners:</p> <ul style="list-style-type: none"> • Fostering respectful relationships with students, staff and families, where student voice is highly valued • Creating a flourishing learning environment within a global educational platform so that all students can learn • Leading, empowering and shaping our community within our Catholic, Good Samaritan, Benedictine tradition within a framework of guardianship • Building individual capacity to enhance communal growth, vision and innovation <p>Educational Leaders at Santa Maria College are people who demonstrate passion, commitment and lead with a spirit of kindness as reflected in Gospel values.</p>
Commitment to Child Safety	<p>All children and young people have a right to feel safe and be safe. Santa Maria College promotes a vision of Catholic education that is impelled by the Parable of the Good Samaritan, guided by the Rule of St Benedict, and inspired by the Sisters of the Good Samaritan, as stated in the GSE Philosophy of Education.</p> <p>As such, Santa Maria College is committed to a culture of no tolerance for child abuse. We prioritise the safety and wellbeing of all young people and continue to respond positively and proactively to Ministerial Order 1359 in relation to related policies, procedures, strategies, risk mitigation and through responsiveness to emerging issues. Santa Maria College is committed to the establishment of a culturally safe environment in which the diverse and unique identities and experiences of Aboriginal and Torres Strait Islander young people are respected and valued.</p> <p>The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching; that is why the promotion of the human person is the goal of the Catholic school.</p>
Leading within a Good Samaritan Education Framework	<ul style="list-style-type: none"> • Be a good listener (listening with the ear of the heart) as highlighted in the prologue of the Rule of St Benedict • Be reflective and discerning leader, open to conversation in the light of what is best to grow the community • Listen, adapt and mentor the students to become just, compassionate, discerning learners and reflective young women for today and tomorrow within a Benedictine context • Attend Good Samaritan Education formation sessions when required
Professional Expectations	<ul style="list-style-type: none"> • Encourage best professional practice in the classroom through modelling, co-teaching and direct instruction • Demonstrate a strong commitment towards working with staff, students and families to implement the vision, mission and strategic intent of the College • Be a visible and positive presence in the community and promoter of the Strategic Plan • Stay abreast of current educational trends and use evidence to inform best practice • Demonstrate effective communication that promotes collaboration and building of team

	<ul style="list-style-type: none"> • Work with colleagues to review, modify and expand their repertoire of knowledge and skills for improved student outcomes that can be demonstrated through the use of data collection • Build a culture that promotes learner agency and voice • Demonstrate high expectations (i.e.: giving and receiving feedback), leading colleagues to build capacity • Treat each other (staff and students) with courtesy and respect • Comply with all applicable policies and procedures of the School and uphold the School's Catholic ethos • Retain confidentiality, demonstrate exemplary professional standards and work in a spirit of respectful relationships • Demonstrate in word and action a commitment to child safe practices and protocols. This includes the promotion of the safety, wellbeing and inclusion of all children and young people. • Attend out of hours' commitments each term as negotiated, attend meetings as required in relation to the role and leadership needs of the College • Perform any other duties/responsibilities as required and negotiated by the Principal
<p>Health & Safety Requirements</p>	<ul style="list-style-type: none"> • Take reasonable care of your own safety and health and safety of others • Report hazards, accidents or incidents (near misses) in accordance with agreed college procedures; • Follow established safe working procedures, instructions and rules; • Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act; • Not interfere or misuse anything provided in the interests of health and safety or the welfare of others; • Not wilfully place at risk the health and safety of any other person in the workplace.
<p>The Position:</p>	<p>Working under the direction of the Learning & Enhancement Leader, the Learning Support Officer works as part of the Learning Support Team to ensure learning diversity students develop their full potential in all aspects of school life- Academic Learning, Wellbeing and Behaviour Management and Physical Needs.</p> <p>The Learning Support Officer is expected to be an enthusiastic participant in fostering a nurturing, supportive and positive environment, demonstrating initiative and flexibility in responding to a variety of day to day needs, always making child safety the number one priority.</p>
<p>Role Responsibilities</p>	<ul style="list-style-type: none"> • Supporting the learning and teaching of funded and College supported students by; <ul style="list-style-type: none"> - Being present in the classroom to work in partnership with teachers to implement aspects of learning plans and learning goals - Being aware of and involved in the planning of units of work to ensure students with additional needs are being advocated for - Actively reporting to Director of Learning and Enhancement on student progress- commenting on tasks, behaviours, work habits, performance and goals. • Assist students with managing behaviours that arise, observing and reporting on symptoms/triggers • Assist students with any physical needs • Actively and publicly advocate for students with special needs • Attend Assemblies, Masses, Excursions and other key student events/activities • Attend Meetings to assist with student progress, curriculum developments as required (Team Meets, Learning Area Meets, PSG and Staff Meets) • Attend Professional Learning as required • Provide support and supervision of SACs and exams as required

	<ul style="list-style-type: none"> • Liaise with teachers, specialists, outside contacts as required • Contribute to the welfare, health and safety of learning diversity students, including, where applicable and qualified, the delivery of first aid and the administration of authorised medications • Maintain records in accordance with College policy and practices. • Demonstrate effective organisational and administrative skills • Keep a diary of assistance provided to each student, noting their progress • Undertake learning/training around consultation practises, disability, diagnosis or NCCD requirements • Attend and facilitate the homework club • Assist where appropriate with student transitions, planning and assisting students to move through significant phases of school • Work with students in small groups in the library to deliver targeted intervention programs.
<p>Required Competencies</p>	<ul style="list-style-type: none"> • Current Working with Children’s Check • Current Police Check • Certificate III or IV in School Based Education Support (desirable) • First Aid (desirable) • Demonstrate excellent communication and customer service skills (written and verbal) • Strong understanding of the developmental needs of adolescents and emerging young adults. • Proficient in the use of ICT for communication and record keeping. • Strong Interpersonal skills appropriate to establishing and maintaining effective working relationships with students, staff and parents, particularly the ability to work as a member of a team. • Demonstrated understanding of Child Safety • Maintain a positive environment which is respectful of all present and fosters student learning and motivation. • Participate in the College's professional development activities • Participate in the College's extra-curricular and co-curricular programs as required.

The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the School, and the development of the skills, knowledge and understanding of the position.

Acknowledgment of Position Description

I, _____, acknowledge that I have received and reviewed the Position Description above.

I understand the duties, responsibilities, and expectations outlined therein, and I agree to carry out my role in alignment with these requirements.

I understand that the Position Description may be subject to review and updates, and I will be informed of any changes accordingly.

Signature: _____ **Date:** _____