



## Position Description

Learning Support Officer	
<b>AWARD:</b> Victorian Catholic Education Multi-Enterprise Agreement	<b>CLASSIFICATION</b> Education Support Category B
<b>TERMS OF EMPLOYMENT:</b> Ongoing 8.30am – 4.36pm	<b>ANNUAL LEAVE</b> Category B employees work during the school term time only and receives paid non-term weeks
<b>REQUIREMENTS:</b> Working with children check	<b>SUPERVISORS</b> Director Learning Diversity Deputy Principal Learning

### CATHOLIC IDENTITY

- Actively live and promote the College Mission.
- To promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents.
- Ensure and facilitate a Catholic inspired ethos within the school community.

### POSITION OBJECTIVE:

FCJ College is committed to providing an education that is inclusive and that supports each student to achieve their potential. The College recognises that some students require additional assistance to do this. The role of Learning Support Officer (LSO): is to be assigned to classes to aid teaching staff to support individual students/groups under the direction of the Learning Diversity Leader.



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<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>• Assisting students on an individual or small group basis in specific classes and subject areas in the classroom.</li> <li>• Maintaining accurate and thorough records of the support provided to each student.</li> <li>• Assisting student learning, where discretion and judgment is required including providing individualised approaches and intervention strategies.</li> <li>• Working with students to enable them to access the curriculum using technology where appropriate eg. text to speech.</li> <li>• Assisting with the communication between students, staff and families particularly the integration of instructions and expectations.</li> <li>• Fostering independence and lifelong learning habits in students.</li> <li>• Working closely with teaching staff to prepare resources, assist with planning and modification of individual learning tasks, monitoring student progress and providing feedback to teaching staff whenever necessary.</li> <li>• Participation in support meeting and specialist appointments where required.</li> <li>• Being aware of specific disabilities, the relevant implications for medical and behavioural interventions and the strategies being implemented by teaching staff in line with the student's Personalised Learning Plan.</li> </ul>
<b>General / Other Duties</b>	<ul style="list-style-type: none"> <li>• 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.</li> <li>• Assist in the provision of a child-safe environment for students.</li> <li>• Exercise pastoral care in a manner which reflects school values.</li> <li>• Commit to ongoing professional development activities.</li> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>• Maintain currency of first aid, mandatory reporting, asthma and anaphylaxis training.</li> <li>• Attend all relevant school meetings and other applicable events, as required.</li> <li>• Demonstrate professional and collegiate relationships with colleagues.</li> <li>• Perform other duties as directed by the Deputy Principals or Business Manager</li> </ul>



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### Qualifications and Requirements

- Certificate III in Education (Education Support Officer) qualification is desirable
- First Aid Certificate HLTF301B – Apply First Aid
- Current Working With Children Check and National Criminal History Check

### Skills & Attributes

- Ability to work as part of a team
- High level verbal and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated capacity to develop and foster positive relationships with students, families and teaching staff
- An ability to display initiative
- Ability and willingness to accept policy directives

### Occupational Health and Safety

All employees have the responsibility to:

- Be responsible for their own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace.
- Adhere to safe work 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 willfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others.
- Not willfully place at risk the health and safety of any other person in the workforce.
- Report any injury or hazard to the Principal immediately

<b>Commitment to Child Safety</b>	<p>FCJ College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.</p> <p>FCJ College has a Child Safety Code of Conduct and as a staff member of the College, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.</p>
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**Signed:**

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(Employee)

**Date:**

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