



Nagle College

Bairnsdale

Position Description

Position: Learning Support Officer

Reports to: SEED Coordinator

Mission

'A Faith Filled Learning Community, Striving for Excellence'

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

Job Scope

The Learning Support Officer is primarily responsible for **assisting and supporting the teaching staff** in providing educational programs to students with special needs and other students in a variety of educational environments including the College's Technology, VCAL and VET learning areas.

The Learning Support Officer assists in providing physical, emotional and educational support to students with special needs

Responsibilities:

- Assist students with special needs and other students on an individual or group basis in specific learning areas or in withdrawal situations.
- Assist with the communication between relevant students and teachers particularly in class.
- Assist in the preparation of equipment and materials for classes as required.
- Liaise with teachers/staff in relation to learning activities for students with special needs.
- Assist students with special needs with mobility, where necessary to classrooms, in playgrounds, on excursions, etc. This need for assistance will vary according to the individual student's requirements.
- Assist the Special Education team to develop social interaction between students with special needs and their peers.
- Assist with supervision on excursions or other outdoor activities as directed.
- Attend appropriate professional development or training programs and relevant subject meetings.
- Participate in Parent Support Group meetings as required.
- Attend all morning staff meetings and participate in other staff/team meetings as directed.
- Carry out other duties as directed by the Principal from time to time.

Commitment to Child Safety

- Be familiar with and comply with the College's child safe policy and code of conduct and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend College meetings, Mass, and Personal Development days
- Demonstrate professional and collegiate relationships with colleagues
- Any other duties as requested by the Principal

Organisational Relationships

The Learning Support Officer position has a number of key internal and external relationships.

Reports to: SEED Coordinator

Supervises: Nil

Internal liaisons: Students, Special Education team, teachers and non-teaching staff.

External liaisons: Parents

Judgement and Decision Making

The Learning Support Officer position requires employees to exercise judgement to identify, select and apply the most appropriate available guidelines and procedures.

Key Selection Criteria

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a Working with Children Check and if required must be willing to undergo a National Police Record Check
- Certificate 3 / 4 in Education Support would be an advantage.
- Experience working in a similar role would be an advantage.
- Skills to handle confidential information in an appropriate manner.
- Demonstrate an exceptional ability to relate to children, including children with a range of disabilities, and have a genuine interest in learning and children and families with special needs.
- Good communication skills and the ability to work harmoniously with teachers and other team members.
- Sound Literacy and Numeracy skills.
- Have the ability to work independently and within a team, displaying appropriate judgement and flexibility.
- Demonstrate computer skills with MS Office required.
- Have ability to take instructions and manage time.
- Experience with synergetic and SIMON database or similar are required.
- First Aid certificate would be an advantage.