

Learning Support Officer

loreto.vic.edu.au

Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 938 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of *Freedom, Justice, Sincerity, Verity and Felicity*. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

ROLE DESCRIPTION

The Learning Support Assistant will assist the Individual Learning Needs Co-ordinator and/or Subject Teacher to allow student access, participation and engagement in the curriculum and provide support for individual students and groups of students. The Learning Support Assistant provides direct and indirect assistance to individual students or groups of students under the direction and supervision of the Individual Learning Needs Co-ordinator, ILN Teacher and Subject Teacher.

QUALIFICATIONS & REQUIREMENTS

Required

- Completion of a relevant one or two-year post-secondary certificate eg. Certificate III in Educational Support, Certificate IV in Training and Assessment or a demonstrated willingness to complete a formal qualification in the area of educational support.
- First Aid Certificate (Level II preferred).
- Current Working with Children Check.

It would be advantageous to have

- Relevant and recent experience in working with and supporting students with additional learning needs.

KEY RESPONSIBILITIES

- Under the direction of the Principal (or delegate), Individual Learning Needs Co-ordinator and/or the Subject Teacher, carry out student supervision, tutoring and program delivery to individual students or groups of students in the Learning Hub
- Develop an understanding of the specific strengths and challenges of relevant students and offer individual assistance to support them in the development of specific skills.
- Assist and support the implementation of instructional programs devised by the Individual Learning Needs Team such as, but not restricted to LaN and EMM/JEMM/JEMM+ under the supervision of the ILN Coordinator or Teacher.
- Promote communication between students, Subject Teachers and the Learning Support Staff.
- Under the direction of Individual Learning Needs Coordinator and/or the subject teacher, assist with the preparation of student resources, teaching resources and equipment pertaining to the student, or groups of students, with individual needs.
- Under the direction of the Individual Learning Needs Coordinator and/or the subject teacher provide basic physical and pastoral care for students and ensure that student requirements are referred to the Individual Learning Needs Coordinator who will refer this to the appropriate personnel at the College.
- Refer all teacher or parent queries to the Individual Learning Needs Co-ordinator or Deputy Principal: Teaching & Learning.
- Contribute to Student Program Support Groups (PSG) in a positive, co-operative and constructive manner as required.

- Provide reports to the ILN Coordinator on student progress across identified goals as set out in student Personalised Learning Plan and information as requested for NCCD.
- Work collaboratively with team personnel for all students as required.
- Provide classroom support for students and Subject Teachers in the use of assistive technology.
- Participate in Professional Development as recommended or approved by relevant College staff.
- Attend camps and excursions as required.
- Respect, understand and adhere to the need for confidentiality when working with individual students, groups of students and the teaching team.
- Stimulate and encourage independence, productive work habits and positive self esteem with students.
- Observe school rules, procedures, practices and safety aspects, treating all students equally.
- Provide basic first-aid when required.
- Other duties as requested by the Principal.

SKILLS & ATTRIBUTES

- Ability to work as a member of a learning and teaching team.
- Ability to relate effectively to adolescents.
- Ability to contribute to the development of teaching resources.
- Ability and desire to work with assistive technology.
- Ability to work independently when required.
- Capacity to make appropriate judgements to ensure optimum student safety and welfare.
- Demonstrated understanding of privacy and confidentiality.

COMMITTEES & TEAM MEMBERSHIP

- Program Support Groups (PSG) for individual students as required
- Individual Learning Needs Team.

MEETINGS

It is expected that the incumbent will attend:

- PSG Meetings (as required)
- Staff Meetings
- Other meetings which may arise from time to time according to emerging needs.

ACCOUNTING/REPORTING RELATIONSHIPS

The Learning Support Assistant is responsible to the Principal via the Learning Diversity Leader.

OTHER INFORMATION

Initially the position is located at 1600 Sturt Street, Ballarat 3350 with travel to second Campus as required.