

POSITION DESCRIPTION

Learning Support Officer



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.

Position Summary

The Learning Support Officer will assist the Learning Diversity Leader, Learning Diversity Teachers and/or Subject Teachers to allow student access, participation and engagement in the curriculum and provide support for individual students and groups of students.

The Learning Support Officer provides direct and indirect assistance to individual students or groups of students under the direction and supervision of the Learning Diversity department and Subject Teachers.

Key Responsibilities

- Under the direction of the Principal (or delegate), Learning Diversity Leader, Learning Diversity Teachers and/or Subject Teachers - carry out student supervision, tutoring and program delivery to individual students or groups of students in the Learning Hub and in classes
- 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 Learning Diversity Team, both during classes and after school in the Learning HUB as required
- Promote student agency and communication between students, Subject Teachers and the Learning Support Staff
- Under the direction of the Learning Diversity Leader, Learning Diversity Teachers and/or Subject Teachers, assist with the preparation of student resources, teaching resources and equipment pertaining to the student, or groups of students, with individual learning needs
- Under the direction of the Learning Diversity Leader, Learning Diversity Teachers and/or Subject Teachers provide basic physical and pastoral care for students and ensure that student requirements are referred to the Learning Diversity Leader who will refer this to the appropriate personnel at the College.
- Refer all teacher or parent queries to the Learning Diversity Leader, Learning Diversity Teachers and/or Subject Teachers
- Provide documentation of daily student learning and provide information as requested for NCCD
- Complete associated administrative tasks for student files, recording progress and to assist with the preparation of Personal Learning Plans
- 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
- Attend meetings as required including Staff Meetings and PSG meetings and other meetings which may arise from time to time according to emerging needs.
- Respect, understand and adhere to the need for confidentiality when working with individual students, groups of students and the Learning Diversity 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

Shared Responsibilities

Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service
- Role model Christian values in all dealings with students, staff and parents.
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements

Child Safe Standards

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- 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.
- Provide students with a child-safe environment.
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

The criteria listed below will inform the selection process:

- Completion of a relevant one or two-year post-secondary certificate e.g., 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)
- 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
- An ability to foster positive relationships with students, families, and staff members and work collaboratively
- Capacity to make appropriate judgements to ensure optimum student safety and welfare
- Demonstrated understanding of privacy and confidentiality
- The successful applicant must hold or be willing to acquire a Working with Children Check card and a National Police Record Check before employment (or have current VIT registration)
- Relevant and recent experience in working with and supporting students with additional learning needs would be advantageous