

LEARNING SUPPORT OFFICER (LSO) Full-time and Part-time options

POSITION REPORTS TO: Principal, via the Learning Diversity and Engagement Instructional Leader	AWARD: Entitlements under the Catholic Education Multi-Enterprise Agreement 2022 (or its successor)
CLASSIFICATION: Educational Support Officer (Category B).	TERMS OF EMPLOYMENT: Fixed term until December 2025 (Possibility of ongoing) FTE Negotiable
ANNUAL LEAVE: As per the CEMEA Award	REQUIREMENTS: <ul style="list-style-type: none"> • Annual Review Meeting • Police Record Check and Working with Children Check • Right to Work in Australia
COMMENCEMENT DATE: Tuesday 28 January 2025	TO BE REVIEWED BY AND DATE: Annually

CONTEXT

A Catholic school is responsible for ensuring the highest value is placed on leadership and vision in educating young people about the Church's mission of faith development.

Nazareth College is a Catholic Co-educational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. We foster a culture of Faith, Wisdom, and Knowledge through learning and teaching in the Catholic tradition.

‘...‘Let your light shine before others’ (Matthew 5:16)

Nazareth College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work. The Nazareth community is committed to the safety, well-being, and protection of all children in our care.

OVERVIEW OF ROLE

The Learning Support Officer (LSO) is responsible to the Principal via the Learning Diversity and Engagement Instructional Leader for the duties outlined below in accordance with college policies and procedures. The Learning Support Officer will have a sound knowledge of and expertise in working with students with a range of disabilities and learning challenges. They will have a passion for life-long learning and possess a genuine commitment to work with students with diverse learning needs with flexibility, creativity, passion and, enthusiasm

The LSO will be responsible for improving the learning of students with disabilities and diverse learning needs, and when required, with other general duties at the College. They will be energetic and possess excellent personal and interpersonal skills

This position will involve working in cooperation with the Learning Diversity and Engagement Instructional Leader and teachers to provide the best possible options and support to inspire and challenge students with diverse learning needs to reach their potential.

The LSO will actively support and promote the values inherent in a Catholic school, be highly professional in all aspects of the role and display proficiency in areas of organisation, communication, consultation and decision-making. They must have a capacity to develop an understanding, rapport and trust with young people recognising different stages of development and different learning styles.

The LSO is required to be familiar with and comply with the College's Child Safety and Well-Being Policy and the Code of Conduct. They will provide students with a child safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

KEY TASKS

The purpose of the position description is to provide an overview of the position's major responsibilities. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, and the College may modify the description in consultation with the incumbent, depending on the operational needs and requirements of the College.

KEY RESPONSIBILITIES

- Have a sound knowledge of and expertise in working with students with a range of disabilities and learning challenges;
- Collaborate with students, teachers and parents to create personalised learning goals, implement and review personalised learning plans with the aim of providing an inclusive education for all students;
- Collaborate with teachers to decide and plan for the necessary curriculum adjustments and interventions required by students in order to progress their learning;
- Work with students to provide behaviour support as required;
- Support students to build literacy and numeracy skills;
- As required, provide basic physical, social, and emotional care for students, eg toileting, meals and lifting;
- Support students with learning difficulties who may not be eligible for funded support;
- Support students who are from diverse cultural backgrounds and are learning English as an additional language;
- Support students with speech and/or language difficulties by following the recommendations of a speech/language therapist;
- Work with individual students as well as small groups in or out of the classroom environment aligned with Personalised Learning Plans;
- Maintain records, including reviewing each student's learning progress;
- Contribute to the wellbeing, health and safety of students, including reporting issues of concern to the relevant member/s of staff;
- Display respect and empathy for all students whilst maintaining appropriate student behaviour standards;
- Support students on camp and/or excursions as required;
- Undertake other duties in support of the priorities and needs of the college, including, but not limited to, Yard duties, homework club, administrative duties, transportation - including driving of students between College events/camps/retreats;
- Assist young people to participate in the full experience of school life, including prayer, liturgy and social justice activities individually or in a group;
- Provide general assistance of a supportive nature to a teacher on a directed basis;
- Assist in the preparation of special teaching and learning aides
- Assist with collection, preparation, and distribution of learning materials;
- As required, attend and contribute to Parent Support Group (PSG) meetings;
- Assist with administrative tasks including funding submissions, PSG agenda and minutes, Individual Learning Plans (ILPs) and other administrative tasks;
- Support Teachers in understanding the specific learning needs of students in order to prepare appropriate ILPs.

CLASSROOM MANAGEMENT

- Apply effective behaviour management with a focus on PBS and restorative practices which are consistent with the College's Behaviour Management Policy;
- Encourage student co-operation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour;
- Form working relationships with students which are positive, consistent and fair;
- Be punctual, and manage time schedules efficiently;
- Establish a learning environment where students feel safe and are encouraged to be fully engaged;
- Monitor student progress and liaise with relevant staff regarding individual needs;
- Protect the safety and well-being of each student.
- In conjunction with the Child Safety Officers, policies and procedures relating to child safety.

PROFESSIONAL EXPECTATIONS

- Implement decisions and procedures as directed by College Leadership;
- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive, and holistic;
- Foster an environment of professional trust, empowerment, and learning;
- Show an active and supportive interest in College events, particularly those in which students are involved;
- Exercise discretion when handling confidential and sensitive information;
- Attend College functions, meetings and events as required;
- Adhere to College policies and procedures;
- Show collegiate support of all staff;
- Ensure Learning Support is of the highest standard and caters for the needs of all students;
- Participate in professional learning to broaden knowledge and improve practice;
- Take an active role in the Co-curricular programs;
- Interact positively and proactively with parents to build strong relationships;
- Communicate information of a serious nature to a member of the Leadership Team;
- Ensure Nazareth College continues to build its reputation as a school of choice.

CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively support student wellbeing;
- Be a suitable person to engage in child-connected work;
- Be experienced in working with children;
- A demonstrated understanding of child safety and protection;
- A demonstrated understanding of appropriate behaviours when engaging with children;
- Knowledge of legal obligations relating to child safety under Ministerial Order No. 1359
- In conjunction with the Child Safety Officers, implement the Child Safety and wellbeing Policy and Code of Conduct and any other policies or procedures relating to child safety;
- To ensure all protocols relating to reporting an issue of Child Safety and Mandatory Reporting are adhered to in the protection of the safety and wellbeing of all students.

OTHER DUTIES

- No Role Description can be entirely comprehensive, and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this Role Description;
- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee in response to the evolving needs of the College, and the experience and expertise of the appointee;
- The position will, from time to time may require attendance outside normal hours;
- The successful applicant will require a commitment to ongoing professional learning;
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

SELECTION CRITERIA

Nazareth College, Noble Park North, recognises and values the unique gifts, talents and experience of each applicant. The criteria listed below will inform the selection process.

1. Support the vision and mission statements of our learning and faith community;
2. Communicate effectively and positively, ensuring productive interchange and professional conversation with the College Community.
3. Experience working as a Learning Support Officer in a school is highly desirable.
4. Formal qualifications in Educational Support are desirable
5. Demonstrated ability to work with all stakeholders throughout the school Community.

6. Be committed to creating an environment where the safety, well-being and participation of all students is paramount;
7. Proven ability to demonstrate initiative, prioritise workload, set goals and achieve targets;
8. Well-developed organisational and interpersonal skills, including a demonstrated ability to work effectively, independently, and collaboratively in a team environment.
9. A Sound understanding of Child Safe standards and mandatory reporting requirements as they apply to Nazareth and a strong commitment to providing a child-safe environment;
10. Completed school compliance requirements, including but not limited to Anaphylaxis, First Aid, Protecting Children, Disability Standards (or willingness to obtain)
11. The ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students;

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL	EXTERNAL	MEETINGS
Learning Diversity Instructional Leader Learning Support Officers Staff Students	Parents	Learning Diversity Team Meetings Staff meetings

TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	Educational Support Officer (Category B).
TENURE	Fixed term until December 2025 FTE Negotiable Possibility of ongoing position
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Catholic Education Multi Enterprise Agreement 2022</i> (or its successors)
REQUIREMENTS	Police Record Check/Valid Working with Children Check Proof of ID and Working Rights in Australia

EMPLOYEE ACKNOWLEDGMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name:

Signature: Date:

Authorised by Principal or Representative

Name:
.....

Signature: Date: