



Learning Support Officer

The Learning Support Officer is appointed by the Principal and is accountable to the Learning Enhancement Leader. The role involves working as part of a team with classroom teachers and the Learning Enhancement Leader to provide targeted programs for students who meet the cognitive disability criteria and whose levels or adjustment are described as **supplementary, substantial and extensive**.

The Learning Support Officer actively collaborates with the Principal to promote and enhance the Catholic identity of the College and the Mercy Ethos and to ensure that all College practices and procedures reflect the Vision, Mission and Values of the College.

The Learning Support Officer shares in the task of promoting collegiality and community within the College where all members are treated with dignity and respect.

The Learning Support Assistant Officer will provide predominately **Literacy and Numeracy** support to students.

Commitment to Child Safety and Wellbeing

- Providing students with a child safe environment
- Being familiar with and complying with the school's Child Safety and Wellbeing policy and Code of Conduct, and any other policies or procedures relating to child safety
- Being familiar with, understanding, addressing and complying with the new Victorian Child Safe Standards and Ministerial Order 1359
- Proactively monitoring and supporting student wellbeing
- Exercising pastoral care in a manner that reflects school values
- Implementing strategies which promote a healthy and positive learning environment

Key responsibilities

- Being familiar with each student's unique learning challenges and understanding effective adjustments required to support each student
- Being familiar with the long term and short term goals identified on the student's Personalised Learning Plan.
- Providing assistance to students as directed by Subject Teachers (individually or in small groups)
- Adopting behaviour management strategies in accordance with the Whole School Well-being Policy and commitment to restorative practices
- Contributing to Learning Support meetings and attending Program Support group meetings as required
- Upholding confidentiality at all times
- Praising and acknowledging student effort
- Undertaking appropriate Professional Learning in relation to NCCD or other specific learning difficulties
- Being familiar with the legal obligations under the Discrimination Act

Specific Duties

- Meeting with the Learning Enhancement Leader on a regular basis
- Familiarising themselves with content of student Personalised Learning Plans
- Implementing the teaching programme as directed by the Subject Teachers
- Attending school excursions and camps, if appropriate and with the approval of the Learning Enhancement Leader
- Communicating with parents and carers in relation to daily operational matters (e.g. in relation to special equipment or resources or special provisions in relation to excursions or camp)
- Maintaining Learning Support Officer Logs recording daily activities
- Following allotted timetables unless otherwise directed by the Principal
- Administering medication or personal assistance to the student in the areas of mobility, personal hygiene, communication, social skills or yard supervision, keeping Occupational Health and Safety issues in mind, if needed or when required

- Maintaining equipment such as iPads or other technologies such as E Reader Pens, Roger Microphones
- Working as part of a specific team ie. Learning Enhancement Team
- Completing other duties, as directed by the Learning Enhancement Leader, Deputy Principal – Learning and Teaching or the Principal, to support the needs of students and teachers.

Accountability

Reports to the Learning Enhancement Leader