



NAZARETH COLLEGE

LEARNING SUPPORT OFFICER (Part time position)

POSITION REPORTS TO: Principal, via the Learning Diversity and Engagement Instructional Leader	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: Educational Support Officer (Category B).	TERMS OF EMPLOYMENT: Fixed Term Part time (0.60 – 1.00 FTE)
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: <ul style="list-style-type: none">• Annual Review Meeting• Police Record Check/Working with Children Check
COMMENCEMENT DATE: 27 January 2021	TO BE REVIEWED BY AND DATE: Annually

CONTEXT

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. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

'He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.' (Luke 2:40)

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 learning of students with disabilities and diverse learning needs, and when required with other general duties at the College. They will be energetic and possesses excellent personal and interpersonal skills

This position will involve working in co-operation with the Learning Diversity and Engagement Instructional Leader and class teachers to provide the best possible options and supports 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 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.

The successful candidate/s for this position will commence 27 January 2021.

KEY RESPONSIBILITIES

- Have a sound knowledge of and expertise in working with students with a range of disabilities and learning challenges;
- Collaborate with students, pastoral teachers, subject 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 intervention 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 recommendations of a speech/language pathologist;
- Work with individual students as well as small groups in or out of the classroom environment aligned with Personalised Learning Plans;
- Maintain records including use in 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;
- Displaying 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;
- Support student learning under the direction and supervision of the teacher with individual and small groups of students both within and outside of the classroom to assist them with their educational and developmental program;
- Provide general assistance of a supportive nature to a teacher on a directed basis;
- Assist in the preparation of special teaching and learning aides for use with these students;
- Assist with collection, preparation and distribution of learning materials;
- When required, accompany these students on excursions, school camps and other out of school activities;
- 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 to understand the specific learning needs of students in order to prepare appropriate ILPs.

PROFESSIONAL LEARNING

Professional learning is an essential component of school improvement and staff development. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes. The College will offer diverse opportunities to staff to further develop their skills, knowledge and experiences.

PERSONALISED LEARNING

Nazareth College seeks to provide an inclusive and engaging learning environment for students with a range of abilities, interests and backgrounds. We use a personalised learning approach, tailoring support to the learning needs, interests and readiness of each student with the goal of improving their ability to create, remember, understand and apply information.

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;
- Take responsibility for managing inappropriate student behaviour;
- Be punctual, 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 wellbeing of each student;
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or 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 that the 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 the Deputy Principal, or members 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 monitor and 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;
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards and expectations of CEM, PROTECT, VIT and VRQA;

- A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Nazareth College is a Child Safe School;
- In conjunction with the Child Safety Officers, implement the Child Safe 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 experience and expertise of the appointee;
- The position will, from time to time 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.

QUALITIES

- The Learning Support Officer, by their dress, demeanour, respect for others, and support and involvement, will provide an exemplary example to staff and students;
- The Learning Support Officer must be prepared to develop a knowledge of the needs of the students in their care;
- Professionally competent in administration and pastoral care;
- The role of the Learning Support Officer, by its very nature, requires a broad knowledge of the life of the College, detailed awareness of individual students, and a willingness to give of oneself rather than simply giving of one's time;
- The Learning Support Officer must be knowledgeable of, and active in promoting Child Safety policies and protocols within the College;
- The role requires a commitment to use restorative and PBS processes and practices in all interactions with staff, students and parents.

KEY PERFORMANCE INDICATORS

- Accountability and efficiency in the carrying out of the duties of the position;
- Be committed to the safety and protection of all students;
- Be approachable and responsive to all members of staff;
- High quality support for students with diverse learning needs;
- Evidence of growth in identified student learning measures;
- Quality and accuracy of support for diverse learners;
- Maintain professional and pastoral rapport with students, parents and staff;
- Evidence of supporting students and staff in the provision of personalised learning;
- Evidence of students with diagnosed conditions and behaviours being successfully educated within the College.

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 of the vision and mission statements of our learning and faith community;
2. The ability to communicate effectively and positively, ensuring productive interchange and professional conversation with the College Community;
3. Be able to collaboratively plan and work within the Learning Diversity Team and with classroom teachers;
4. Demonstrate their ability to work with all stakeholders throughout the school Community;
5. Have a sound knowledge of and skills in using various digital technologies for online learning and administration;

6. Have a commitment to pursuing and maintaining professional knowledge and skills in the areas of learning support and student wellbeing;
7. Be committed to creating an environment where the safety, wellbeing and participation of all students is paramount;
8. Proven ability to demonstrate initiative, prioritise workload, set goals and achieve targets;
9. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders;
10. 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;
11. Have 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;
12. Ability to work under limited direct supervision and to exercise discretion within established work practices;
13. Certificate IV or higher qualifications in Educational Support is **required**;
14. Experience working as a Learning Support Officer in a school is highly desirable;
15. First Aid Certificate (or willingness to obtain);
16. Anaphylaxis Awareness Training (or willingness to obtain);
17. Non-Government Schools Protecting Children Mandatory Reporting and other Obligations Certificate;
18. Disability standards for education 2005 eLearning Training (or willingness to obtain).

KEY ORGANISATIONAL RELATIONSHIPS

<p>INTERNAL Principal Deputy Principals Heads of House Instructional Leaders Pastoral Teachers Students Parents,</p>	<p><u>EXTERNAL</u> Parents</p>	<p><u>MEETINGS</u> Learning Diversity and Engagement Team Meetings</p>
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TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	Education Support Officer (Category B)
TENURE	Fixed Term Part time (0.60 – 1.00 FTE)
APPRAISALS	Annual Review Meeting
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Police Record Check/Valid Working with Children Check

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:
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Signature: Date: