



St MARY MacKILLOP COLLEGE

Swan Hill

ROLE DESCRIPTION

JOB TITLE: Student Learning Support Officer

REPORT TO: Principal, through the Deputy Principal and the Learning Support Coordinator

The Student Learning Support Officer (LSO) will work under the supervision of the Learning Support Coordinator in their role of assisting students with specific learning needs to achieve success with their studies in a mainstream setting.

They will be responsible for supporting the subject teacher in the delivery of educational programs to students with additional learning needs, ensuring that these students have success to and participate fully in learning activities.

The LSO will also work as part of a team with other support and teaching staff.

Duties include but are not limited to:

- Assisting student learning, where discretion and judgement is required (including providing more individualised approaches and intervention strategies, and assisting in identification of learning needs and evaluation of progress under the general supervision and direction of the Teacher).
- Be aware of the teacher's expectations of the student/s in the class and to support teachers in achieving the goals outlined in the Individual Learning Plan.
- Reinforce the teachers' instructions/directions and help keep students on task.
- Takes notes when the teacher is giving instructions/explanations to the class and use visual prompts like drawings or diagrams when confirming, revising, repeating etc.
- Assist in testing situations as directed by the subject teacher and/or Learning Support Coordinator.
- Provide assistance with recording homework requirements.
- Discuss recommendations, ideas, changes etc. with the subject teacher.
- Ensure they and the supported student is part of the whole class setting.
- Support the development of organisational skills.
- Encourage participation in small group and whole class tasks.
- Work with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum.
- Provide feedback to the class teacher and Learning Support team about how the student is coping with the activities, their general learning behaviour and any other observations.
- Keep accurate records about the student's achievements, level of participation, behaviours and amount of assistance required.

- Be clear about expectations, classroom routines, and support role.
- Assist the Student Learning Support Team in helping students develop social interactions with their peers and work to promote the self-esteem of the students. Model and reinforce positive interactions.
- Attend excursions, co-curricular activities, retreats and camps to help students participate fully.
- Encourage independence and be aware of when a student can and should work independently.
- Help facilitate alternative assessment strategies including modified exam conditions.
- Attend Program Support Group meetings as required and provide feedback on the effectiveness of the individual support program.
- Work with the Learning Support Coordinator and teachers in the development of Personalised Learning Plans (PLPs).
- Attend all Student Learning Support Team meetings.

Other Duties:

To undertake other duties as designated by the Principal. These duties may include, but not be limited to:

Quicksmart

- Undertake appropriate training.
- Assist with testing and the rostering of Year 7 & 8 students for the program.
- Be prepared and organized prior to the students arriving.
- Maintain records.

The Listening Program (TLP)

- Complete and keep up to date with all necessary training.
- Identify, with support from the Learning Support Coordinator, students that would benefit from participating in the program.
- Seek approval of the Principal, for selected participating students.
- Prepare individual programs for students.
- Communicate with parents in a timely manner: prior to commencement, during the program period, and after completion of the program.
- Train students for the program.
- Complete all pre and post testing.
- Coordinate the day to day running of the program.
- Maintain all records, including notes of every communication made with parents.
- Communicate results to the Principal at the end of the program.

Indigenous Support

- Identify the Indigenous and Torres Strait Islander students.
- Maintain open communication with the students and their parents.
- Promote and assist parents with applications for funding assistance, including but not limited to: Opening the Doors Foundation, Indigenous Youth Leadership Program (MADEC), Camps Excursions and Sports Fund (Health Care Card), Chances for Children, Betty Currie Scholarship.
- Promote important Indigenous and Torres Strait Islander events, including but not limited to: National Apology Day, National Close the Gap Day, National Sorry Day,

National Reconciliation Week, Naidoc (Day, Week, Month), International Day of Indigenous People.

- Attend Indigenous Cultural experience camps with students e.g IYLP, Mungo.
- Know the students and assist them seek appropriate support as needed.
- Encourage students to participate in Welcome to Country ceremonies.
- Engage guests to enhance the cultural awareness of all students.
- Maintain communication with the Indigenous Education support person at the Catholic Education Office Ballarat.
- Support teachers to be culturally aware.

National Consistent Collection of Data (NCCD)

- Assist the Learning Support Coordinator with the NCCD, including:
 - speaking with teachers in regard to their evidence and storage of such evidence;
 - Identifying students in the lowest quartile of NAPLAN.
 - Making contact with parents to seek approval to complete testing.
 - Complete testing.
 - Maintain records.
 - Ensure teachers are adequately identifying SMART goals for SWD students.

Child Safety

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

- All staff must comply with the St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Health and Safety:

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.