



ST MARY MACKILLOP COLLEGE

Swan Hill

ROLE DESCRIPTION

<u>JOB TITLE:</u>	Student Learning Support Officer
<u>REPORT TO:</u>	Principal, through the Deputy Principal and the Teaching & Learning Leader: Learning Diversity
<u>CLASSIFICATION:</u>	Education Support, Category B, Level 2
<u>WORK HOURS:</u>	Monday, Tuesday, Wednesday (W2) and Thursday 8:30am – 3:45pm Wednesday (W1) 8:45am – 4:30pm Friday 8:30am – 3:15pm (negotiated changes to these times for individual staff, including staff contracted for less than 5 contact days per week)

The Student Learning Support Officer (LSO) will work under the supervision of the Teaching and Learning Leader: Learning Diversity 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 and participate fully in learning activities.

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

Duties may include but are not limited to:

- Assisting student learning where discretion and judgment are 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).
 - i. Be aware of the Teacher's expectations of the student/s in the class and support Teachers in achieving the goals outlined in the Personalised Learning Plan.
 - ii. Reinforce the Teachers' instructions/directions and help keep students on task.
 - iii. Support students' organisation.
 - iv. Encourage independence and be aware of when a student can and should work independently.
- Participating in the monitoring, evaluation and reporting of student learning and programs.
 - i. Attend Program Support Group meetings as required and provide feedback on the effectiveness of the Personalised Learning Plan.
- Assisting with the collection, preparation, and distribution of learning materials.

- Working with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum.
- Under the general supervision and direction of teaching staff, undertaking specialist assistance to students in specific learning areas, e.g., Languages, Technologies, the Arts.
- Under the general supervision and direction of teaching staff, undertaking learning support activities involving specialist cultural understanding and skills, e.g.
 - i. Assisting students with classroom activities.
 - ii. Supporting Teachers to understand the educational, health and welfare needs of Koori and refugee students.
 - iii. Acting as a cultural support person or mentor.
 - iv. Assisting in the delivery of a culturally inclusive curriculum.
- Providing basic support to students within defined principles and parameters.
- Providing basic physical, social and emotional care for students, e.g., toileting, meals and lifting.
- Assisting in wellbeing programs.
- Attend excursions, co-curricular activities, retreats and camps to help students participate fully (see Other Duties: Camps and Excursion, below).
- Work with the Learning Support Coordinator and teachers in the development of Personalised Learning Plans (PLPs).
- Attend all Learning Diversity meetings.

Other Duties:

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

LSOs assigned to any of the following duties may be provided with time release from their classroom responsibilities:

- QuickSmart (Mathematics Intervention program)
- NCCD Team (Collection of evidence, maintenance of records, meetings and moderation)

LSOs assigned any of the following duties will receive time release from their classroom responsibilities and an allowance equivalent to a Position of Leadership Level 1, as determined by the Principal:

- The undertaking of specialist intervention strategies requiring advanced training and expertise, e.g., Macq Lit
- Coordinating the work of a specialised unit in a school, e.g., Emergency Management Plan and OHS compliance.
- Providing professional reports requiring factual analysis, including assessments and recommendations for consideration by others, e.g., Intervention testing i.e. YARC

Category B staff work the gazetted term dates for Victorian schools. At the end of the school year, Category B staff can acquit accrued time in lieu and take leave earlier than the gazetted end of year date.

The duties of the LSO at the end of the school year for hours not accrued will be:

- Preparation of timetables for students supported by LSOs.
- Creation of posters and/or learning aids for individual students and/or classrooms
- Maintenance of resources and organisation of replacement resources as required.

Camps and Excursions:

LSOs will be asked and invited to attend relevant year level camps and/or excursions. LSOs will accrue Time in Lieu for any hours in attendance at a camp or excursion outside of their contracted hours, in line with the relevant award clauses.

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:

- Adhere to Child Safety legislation and College requirements including the St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- 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.