



Position Title	Learning Support Officer
Reports to	Learning Diversity Leader
Location	Edmund Rice Campus and Presentation Campus
Basis of Employment	Fixed Term until 27 January 2025

St Mary's College is a coeducational Catholic school in the Edmund Rice tradition, and it is expected that all staff will support and respect the mission of the College. This includes upholding the religious and spiritual values of the College, the pastoral and community values that drive all interactions with students and colleagues and St Mary's priorities in teaching and learning. All staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children, the EREA Touchstones, and the values of St Mary's of 'Learning Always', in ways that are Transformative, Contemporary, Together and Sustainable.

### **Primary Objective**

LSOs support student participation in regular class activities from Years 7 –12 and whilst in class, work under the guidance and supervision of the subject teacher. The subject teacher is responsible for curriculum development (including modifications), classroom management and discipline, however, LSOs are able to pass observations regarding these matters onto the teacher at an appropriate time and in an appropriate manner (safety matters to be passed on immediately).

LSOs should be skilled in working with students and have the ability to support students who have a range of learning needs. This includes providing a variety of approaches to allow each student to reach their full academic potential. It is essential that they are comfortable with diversity and can work and communicate successfully with a range of people from many communities and traditions. LSOs are required to liaise professionally with students, parents, teachers, and other Learning Support Officers.

LSOs report to the Learning Diversity Leader and take their direction in all matters pertaining to their position and work requirements from them.

### **Responsibilities of the role include, but are not limited to:**

- Assisting students on an individual or group basis in specific learning areas.
- Assisting and supporting implementation of instructional programs.
- Assisting with communication between students and teachers, particularly the interpretation of instructions.
- Observing students and helping them to gain assistance from their teacher where necessary.
- Assisting with the supervision of pupils in the school yard, at camps, on excursions, in sporting activities, therapy activities, life skills etc.
- Monitoring basic physical and emotional wellbeing of the students. The management of serious issues is the responsibility of the Learning Diversity Leader and the College Counsellor.
- Working with other members of the Learning Diversity Team in the monitoring and evaluation of programs and evaluation of individual students' involvement and achievement.
- Assisting with the liaison and communication between parents, teachers, other staff and members of the wider school community.
- Supporting and being involved in the co-curricular program.

- Proactively encourage students to participate in co-curricular activities and act as a role model for participating students.
- Assisting in the identification of own training needs.
- In liaison with teachers, assisting in the preparation of student resources and equipment.
- Working with the Learning Diversity Leader to produce basic curriculum support resources.
- Contributing to a healthy and safe work environment for yourself and others and complying with all safe work policies and procedures.
- Maintaining currency of first aid, mandatory reporting, and anaphylaxis training
- Attending school meetings and after school services/assemblies, sporting events, Mass, community and Faith days as required by the Principal.
- Demonstrating professional and collegiate relationships with colleagues.
- Other duties as directed by the Principal.

**Personal qualities** -- include being an effective communicator and a team player, having an awareness and sensitivity to the needs of the teacher and the classroom environment and being mindful of the importance of discretion and confidentiality inherent in the position.

#### **Faith Dimension**

- Supporting the Faith, Religious dimensions and values of the Catholic Church and Edmund Rice education
- Participating in St Mary's community activities that uphold the objectives and traditions of Edmund Rice education, in particular, the four EREA Touchstones: Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity.

#### **Pastoral Care, Child Safety and Discipline**

- Be familiar with and comply with the school's child-safe policy and code of conduct, 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
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment

#### **Professional Conduct**

- Engaging with students by employing appropriate and professional modes of interaction that are consistent with the requirements of Catholic Education Commission of Victoria, the Victorian Institute of Teaching and Edmund Rice Education Australia.
- Interacting with all staff in a respectful and responsible manner that is consistent with the requirements of Catholic Education Commission of Victoria, the Victorian Institute of Teaching and Edmund Rice Education Australia.
- Managing professional information by applying discretion and confidentiality
- Representing the College to students, parents, professional bodies, and the wider community in a professional manner
- Attending the College in appropriate professional attire that is consistent with the St Mary's Professional Dress Code.

### **Professional Development**

- Attending College Professional Development and Faith Development days
- Committing to ongoing professional development
- Continuing development of ICT skills as technologies evolve
- Participating in the staff appraisal process

### **Curricular involvement**

- Supporting and participating in the range of co-curricular programs offered at St Mary's
- Proactively encouraging students to participate in co-curricular activities
- Acting as a role model for participating students
- Creating and maintaining a safe environment in which students may enjoy their participation

### **General and Administrative Duties**

- Attending all relevant school meetings, liturgical celebrations and after school services/assemblies, sporting events, community, and faith days as well as professional learning opportunities, as scheduled
- Attending school organised activities relevant to Program and Learning Area, as required
- Contributing to a healthy and safe work environment for yourself and others and complying with all safe work policies and procedures
- Maintaining currency of first aid, mandatory reporting, and anaphylaxis training
- Demonstrating duty of care to students in relation to the physical and mental wellbeing
- Participating in duty supervision as rostered and other supervision duties when required
- Demonstrating professional and collegiate relationships with colleagues
- Upholding the professional standards expected of an LSO
- Any other duties as requested by the Learning Diversity Leader or the Principal that are consistent with the *Catholic Education Multi Enterprise Agreement 2022* (CEMEA).

**Personal qualities** -- include being an effective communicator and a team player, having an awareness and sensitivity to the needs of the teacher and the classroom environment and being mindful of the importance of discretion and confidentiality inherent in the position.

### **Salary**

The salary is determined in accordance with the CEMEA