



Learning Support Officer

Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1440 students.

Statement of Purpose

The Learning Support Officer will be responsible for supporting and assisting students with special needs. The Learning Support Officer will provide assistance in the classroom and out of the classroom working closely with teaching staff and special education teachers to ensure our students with special needs are given every assistance to learn and reach their full potential. The staff member designated to this position is to bear in mind the confidentiality of some of the information made available through the role and thus apply a professional approach in all matters pertaining to the role.

Job Title

Learning Support Officer

Reports to: Head of Enhanced Learning, Business Manager and Principal

Responsibilities and Accountabilities

- Support funded SWD students and other students with additional needs.
- Work in collaboration with class teachers.
- Work closely with Special Education teachers and any consultants or therapists who work with the Integration Students.
- Assist SWD students with their integration into mainstream classes.
- Assist with specific needs of students – toileting, scribing, extra discussion of concepts, assistance with computer, reading questions, note taking, etc.
- Assist with modification of student work, preparation of revision sheets, modification of exams / tests.

- Perform clerical tasks such as photocopying associated with modification of materials for Integration Students.
- Work in collaboration with class teachers to assist funded and additional needs students to understand subject content; teacher instructions and to enable these students to do set work requirements.
- Work closely with Special Education teachers and any consultants or therapists who work with the Integration Students.
- Provide pastoral support for students as directed by teachers and where appropriate by psychologists.
- Parent liaison – attend Parent Support Group Meetings and information discussions with parents when requested.
- Assist with record keeping and documentation associated with Integration students.
- Assist, where appropriate, with transition planning for students moving out of secondary education.
- Work one to one in withdrawal sessions at the direction of the Subject teacher.
- Attend departmental meetings / staff meetings (whole College).
- Exam supervision when needed
- Any other duties as directed by the Principal or Principal's nominee (eg Deputy Principal Head of Campus and or Business Manager).

Experience and Qualifications

- Punctual
- Be personable and pastoral in all interactions with staff parents and students and have excellent communication skills.
- First Aid Level 1 qualifications desirable.
- Be highly organised, motivated and able to show initiative and demonstrate flexibility to change to meet student needs.
- Experience in Microsoft Office, Outlook, and Synergetic.
- Experience working in a school environment or with young people.
- Experience working with young people with additional needs or learning barriers
- Be able to work independently and part of a team.
- Hold a current Working With Children Check and Police Record Check
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.

Annual Review Meetings

An Annual Review will be held during the year by the Head of Enhanced Learning or Business Manager and will consider the following aspects of the role:

- Professional relationship with others
- Reflection on the professional duties performed
- Reflection and report on appropriate training / inservicing done in support of the role
- Time Management in the fulfillment of the role
- Organisational skills and competencies used in the aspects of the role
- ICT Skills used and developed in the role

- Successes/Challenges that the role encounters

Meetings

Attend staff meetings and other meetings as required.

Salary and conditions

The Learning Support Officer is an Education Support Employee Category B Level 2 (work school terms only) in line with the *Victorian Catholic Education Multi Enterprise Agreement 2013*. The Learning Support Officer is a part time fixed term position.

Professional Development

Relevant professional development can be accessed by the Learning Support Officer

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.