

Staff at St Columba's College are called to be coworkers in the ecclesial mission of witnessing and proclaiming God's reign.

The Learning Support Officer is appointed by the Principal and is directly responsible to the Special Needs Team Leader. Matters concerning conditions of employment shall be directed to the Head of Human Resources.

As a staff member of St Columba's College, the Learning Support Officer is expected to support the College Philosophy and the values as articulated in the College Mission and Values Statement – Learning, Community, Hope, Justice and Faith.

KEY AREAS OF RESPONSIBILITY

Although support is generally allocated to classes of funded special needs students, assistance will also be provided to any student in that class who may need or request help. The focus of support is on student participation, inclusion and success in all parts of College life.

The Learning Support Officer works collaboratively with other Team members to achieve its overall aims. The Learning Support Officer is expected to regularly liaise with individual teachers and the Special Needs Team Leader to successfully deliver students' educational programs.

Specific Duties

1. To work with individual students with disabilities, impairments or learning difficulties within the classroom and across a range of Learning Areas in order to maximise participation within the mainstream curriculum, promote inclusion, support achievement and monitor progress
2. To work with individual students or small groups of students outside the classroom under the direction of the classroom teacher or Special Needs Team Leader
3. To assist with the basic emotional and physical care of students with special needs as well as to encourage students to develop a sense of responsibility towards their own education
4. To collaborate with teachers in the monitoring and support of individual students
5. To act in a support role to the whole class as appropriate.

Curriculum Associated Duties

1. To assist students in their understanding and use of information given in class
2. To take notes regarding information/instructions, both verbal and written as delivered by the class teacher to support and enhance student understanding
3. To keep copies of worksheets or handouts with attached explanations, to record homework and assignment requirements for absent students
4. To assist students with research for assignments, completion and submission of tasks and clarification of questions during tests
5. To assist teachers in the production and delivery of teaching materials, resources and programs appropriate to the student's needs
6. To assist teachers with modification of class work, tests and assignments, as required
7. To encourage student participation in small group and whole class activities

8. To monitor and record participation, engagement, behaviours, strengths and weaknesses, and level of assistance required by the students.

Organisational and Management Duties

1. To maintain records of lessons attended and brief notes of work undertaken with students
2. To help students address organisational skills such as use of the College diary, lockers, books and folders
3. To provide experiences of success, build the students' confidence in their skills and encourage independence in students' learning
4. To provide appropriate support for students with physical, health, or social/emotional impairments
5. To collaborate with teachers in the monitoring and evaluation of individual students
6. To provide class teachers and Special Needs Team Leader with information regarding the student and successful strategies for the student
7. To communicate with parents via the College diary.

Team Membership Responsibilities

1. To participate in Program Support Group Meetings – reporting on student's progress and minute taking
2. To attend and contribute to the Special Needs Team meetings
3. To attend off campus school events such as excursions, camps, special programs, and activity days where special needs students are involved to maximise their participation and learning
4. To attend and participate at staff meetings, where appropriate
5. To support the Special Needs Team Leader, Student Counsellors, House Leaders and House Teachers with matters relevant to specific students
6. To assist, as required, with Homework Club one or two afternoons per week (3.30 pm to 4.15 pm)
7. To attend relevant Professional Learning activities aimed at enhancing the Learning Support Officer's own knowledge and skills and provide feedback.

Other Duties

Other duties as directed by the Special Needs Team Leader and/or the Principal.

CONDITIONS

This position relates directly to the funds received via the Commonwealth Programs for Non-government Schools, 2009 to 2012, Literacy, Numeracy and Special Learning Needs (Students with Disabilities). The position and time fraction is largely dependent upon funds received from this program.

Conditions are as per the *Victorian Catholic Education Multi Enterprise Agreement 2013* (The Agreement) and St Columba's College employment policies.

Hours of Duty: 8.30 am – 3.30 pm, depending on FTE and student timetable

Leave: Gazetted school holidays

Salary Scale: School Officer Category B salary, as per The Agreement, with the level to be negotiated according to experience

St Columba's College is a child safe environment. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm, in accordance with their legal obligations including child safe standards. The College's Child Safety Code of Conduct is available on the College's website.

Updated November 2015