



## Learning Support Officer Role Description

### Our School Vision:

Inspired by Jesus' promise of 'fullness of life for all':

***We are a community based on love and hospitality  
We are active learners journeying beyond the familiar  
We pursue connections to the world around us  
We seek to do the ordinary extraordinarily well***

### Child Safety

Child Safety is the responsibility of all staff and in particular you are expected to:

- 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

### Reporting Relationship:

The Learning Support Officer is directly responsible to:

- The Principal
- The Learning Diversity Leader
- Classroom teachers involved

The Learning Support Officer supports the school, and particularly the teachers, to implement the school's curriculum and to bring about the Vision and Mission of the school, to provide an excellent education allowing all students to reach their potential.

### Extract from Mission Statement:

***St Brendan's Catholic School is committed to ensuring children realise their full potential.***

***Our goals are:***

- *To provide each child with a stimulating curriculum that will develop him/her to reach their full potential.*
- *To respect the dignity and integrity of each person, promoting self-esteem, hope and positive vision for the future.*
- *To develop courage, confidence and life skills, enabling each child to become his/her own person.*
- *To cater for individual learning styles and abilities.*

### **The main duties**

- To support the class teacher and to deliver the modified programs for the students, as directed by the teacher and Learning Diversity Leader
- To work with students both individually and in small groups, as required.
- To support the whole school approach to learning and teaching.
- Be familiar with Personal Learning Plans and endeavour to work towards the goals identified by the teacher and as specified on the plan

### **Specific Responsibilities:**

- Proactively support the Vision and Mission of the school.
- Support the class teacher in the monitoring and evaluation of students the LS.O. specifically works with.
- Work with individuals and small groups of children under the direction and supervision of the class teacher.
- To support the whole school approach to learning and teaching.
- Understanding the importance of Learning Intentions and Success Criteria and using these to be explicit about the learning outcomes for the students.
- Be familiar with Personal Learning Plans and endeavour to work towards the goals identified by the teacher and as specified on the plan.
- To support all students academically, physically and socially.
- Encouraging the student to “take risks “and to “have a go”.

- Under the direction of the teacher, support student behaviour through brain breaks.
- To make the most of opportunities to further develop skills to ensure they remain a valued member of our school community.
- Attend Program Support Group meetings and in-service meetings as required.
- Attend Learning Support Officer meetings three times a Term.
- Undertaking internal and external yard duties as directed
- Support the teacher by creating relevant learning resources as required
- Some word processing and other computer work, such as data entry may be required from time to time.
- Participate in a review meeting with the principal annually
- Other tasks as directed by the Principal or Teachers.

#### **Criteria**

- Due to the nature of this work, absolute confidentiality is essential.
- Professional dress and language will be required at all times
- A preparedness to undertake any further training in these areas.
- Excellent communication skills
- A preparedness to work as a team member.
- The ability to work independently of direct instruction.

#### **Time in Lieu**

- Time in lieu will be granted to an LSOs when they have attended a school camp, excursions, extra-curricular activities OR the LSO may be given special consideration to owe time back to the school. Examples of this may be if the LSO has family commitments and needs to arrive late / leave early, appointments, etc. The issue of time in lieu / extra pay or Leave Without Pay is negotiated between the Principal and the LSO.
- Time in lieu owed back to the school cannot exceed 5 hours.

- Time in lieu must be used before the end of the school year.