

ROLE: Learning Support Officer (LSO)

The St Joseph's Community is committed to the safety, wellbeing and protection of all children in its care.

Support Staff fulfil a vital role in supporting the education program of the School. They are required to support the aims and philosophy of the school by making a positive contribution to the development of a Catholic community. Support Staff are required to comply with the Work Health & Safety policies and practices of the School. LSO Staff are encouraged to participate fully in the life of the School community and to support school activities and functions. They may be required to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses and other activities.

Role Description

The Learning Support Officers work collaboratively with colleagues and the School community to assist with the efficient running of the Inclusive Education program. This is achieved through the delivery of learning support to students with special learning needs and the provision of administrative and clerical support to the classroom teachers, Mental Health In Primary Schools and Learning Adjustment Leader. The LSO will practice optimal duty of care for students at all times in the classroom, where the emphasis and priority is on working directly with students in either a group or one on one situation.

The LSO at St Joseph's will

Learning and Wellbeing Support

- Provide support to staff and assist students with special learning requirements and needs
- Provide support for individual students in a range of contexts (e.g. classroom support, small group and 1:1 support) inside and outside the classroom to enable them to fully participate in activities
- Work collaboratively as a member of the Learning Adjustment Team when needed
- Work under limited supervision following standardised practices and/or methods
- Work with other professionals, such as speech therapists and occupational therapists, as necessary
- Utilising resources from external agencies as required to perform job functions.

Special Education Support - Specific Duties

- Support students with personal needs as documented in the Personalised Learning Plan (PLP)
- Administer daily living support as instructed by the health care professional for the purpose of developing and meeting the student's daily living activities and behavioural skills.
- Provide support in literacy & numeracy skill development.
- Implement classroom activities, assignments and/or materials under the direction of the supervising teacher and/or Learning Adjustment/MHIPS Leader for the purpose of supporting and reinforcing the PLP.
- Provide instruction, under the supervision of the teacher, to the students in a variety of individual and group activities (e.g. academic subjects, social skills, daily living skills etc.) for the purpose of reinforcing instructional objectives; implementing PLP plans, and ensuring student success in school.
- Demonstrate an ability to support students in a range of subjects across the School.
- Demonstrate skills and understanding of current methodologies, strategies and resources that support student learning.
- Support an inclusive approach to student learning.
- Attend meetings and in-service presentations (e.g. first aid, CPR, emergency procedures, behaviour management, PLP Review Meetings, etc.) when required.
- Communicate with supervising instructional staff for the purpose of assisting in evaluating progress and/or implementing PLP objectives.
- Monitor and provide support for students during assigned periods within a variety of school environments (e.g. lunch, playground, classroom, restroom, excursions, camps, assemblies etc.) for the purpose of maintaining a safe and positive learning environment.
- Perform clerical tasks (e.g. making copies, filing etc.) for the purpose of learning as advised by the Subject Teacher.
- Assist with NAPLAN and PAT testing, administration and review of data.

Other

- Perform any other duties as required by the Principal
- Take part in all Emergency Evacuation and Lock in Procedures and as requested perform duties as specified by the Principal.

Qualities needed

- *a strong commitment to the Catholic ethos and Catholic identity of the school*
- *a commitment to explicit teaching that is innovative, passionate and focused on ensuring improved student outcomes with a commitment to the growth of all students*
- *a strong ability to develop and maintain professional and caring relationships*
- *a commitment to the safety and wellbeing of children*
- *a commitment to reflective and collaborative practice*
- *an openness to feedback from students, parents and colleagues*
- *an ability to engage students in learning and facilitate best educational practice*
- *an ability to work collaboratively as part of a team*
- *excellent interpersonal and communication skills.*