



## Position Description – Education Support Officer

<b>STATEMENT OF DUTIES (NON-TEACHING)</b> <b>Learning Support Officer</b>	
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• 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</li> <li>• Assist in the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> </ul>
<b>Professional Development</b>	<ul style="list-style-type: none"> <li>• Commit to ongoing professional development in your area of work</li> <li>• Be open to researching areas of interest relevant to directions provided in the school's strategic plan</li> <li>• Continue development of ICT skills as technologies evolve</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures</li> <li>• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Support the classroom teacher to provide optimum learning for students with a variety of learning disorders or disabilities</li> <li>• Assisting students in all aspects of social, emotional and physical development</li> <li>• Consulting with teachers in preparation of ILP's, student reports and maintain appropriate records of support programs</li> <li>• Sourcing and adapting learning materials to meet the needs of the student, in consultation with teachers</li> <li>• Assisting with student supervision in the classroom and on excursions</li> <li>• Participating in PSG (Program support group) meetings</li> <li>• Communicating effectively with teachers, parents and students</li> <li>• Ensuring positive and effective interactions with students, their families and teachers.</li> <li>• Other duties as directed by the Principal</li> </ul>

**SELECTION CRITERIA (NON-TEACHING)****Learning Support Officer****Commitment to Catholic Education**

- A demonstrated understanding of the ethos of a Catholic school and its mission

**Commitment to Child Safety**

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check

**Education and Experience****Desirable:**

- Cert III or IV in Education Support (preferred)
- Previous primary school experience in this role.

**Skills/Attributes**

- Ability to work as part of a team
- Excellent interpersonal and communication skills
- Good oral and written communication skills, including ability to communicate with children, parents and the school community
- Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions
- Ability to manage complex tasks with minimal supervision
- Ability to develop and maintain strong working relationships with key stakeholders
- Proven capacity to work independently
- Sound organisational skills including strong attention to detail
- Proven time-management skills
- Self-motivation
- Ability and willingness to accept policy directives