

St Mary's College Seymour

Position Description



Learning Support Officer (LSO)

Classification	ES2-1 to ES2-8
Award	Catholic Education Multi Employer Agreement (CEMEA) 2022
Tenure	Ongoing
Employment	Part Time
Reports to	Learning Diversity Leader

Our College

St Mary's is a Catholic College that has its origins in the vision of Catherine McAuley, the foundress of the Sisters of Mercy. The College is governed by Melbourne Archdiocese Catholic Schools (MACS).

The College has a dedicated staff, visionary College Advisory Council, committed P&F, supportive parents and parish led by Fr Eugene Ashkar. The College motto, 'Protect and Care for Us' values every member of our College community.

A holistic education brings together faith, community, friends and learning. We develop the skills and knowledge that will assist students to become motivated and thoughtful citizens, promoting achievement, wellbeing and engagement.

Our College believes that all things are possible when students understand their God-given gifts and abilities and never give up on their dreams. Academic success, student wellbeing and faith formation assist students to grow from curious Foundation students into responsible, respectful and capable young adults who understand the importance of giving back to their family, school and wider community.

Our teaching and non-teaching staff, as role models, inspire the students through their enthusiasm and passion for learning. At St Mary's we believe that nurturing a personal relationship with Christ is our greatest responsibility.

Our Vision

A welcoming Catholic community that respects our heritage and looks to a sustainable future. We inspire learning excellence, resilience, and service to others.

Mercy Values and Ethos

Compassion:	Responding to vulnerability with care and concern
Justice:	Seeking fair and equitable outcomes for all
Respect:	Treating all whom we meet with joy and kindness
Hospitality:	Offering welcome and comfort
Service:	Dedicated to proclaiming God's love through word and deed
Courage:	Willing to speak up and speak out in response to injustice

Position Overview

Learning Support Officers (LSO) work with a team to support students with additional learning needs.

Learning Support Officers (LSO) work under the guidance of the Learning Diversity Leader and the classroom teacher to support the implementation of adjustments and strategies to suit students' needs. Encouraging students to develop a sense of responsibility towards their own education is a high priority. Learning Support Officers (LSO) work in collaboration with teachers to support all students, including:

- a small, specifically identified group requiring targeted instruction;
- a broader range of students in the class or cohort;
- an individual student, when implementing a particular aspect/s of their Personalised Learning Plan (PLP)

A Learning Support Officer (LSO) may provide support for a student's academic learning, physical care or social progress throughout the entirety of a school day, including class and recess times.

All Learning Support Officers (LSO) at St Mary's work in a collaborative way with colleagues and students, enhancing student outcomes and promoting Mercy Values through the College's vision, mission, and strategic plan.

A Learning Support Officer (LSO) is responsible to the Learning Diversity Leader. Internal liaisons include Positions of Leadership, staff, and students.

This Position Description may be subject to change during the term of appointment as part of a normal process of ongoing evaluation of the College's operations.

Key Duties & Responsibilities

Learning Support Officer (LSO)

- Implementation of teacher-designed adjustments tailored to meet the needs of the student to maximise learning, under the direction of the classroom teacher.
- Demonstrate flexibility in dealing with the changing needs of students, staff and the College.
- Work to promote self-esteem and assist with student social interactions by teaching social skills and discussing social behaviours as required.
- Supervising special provisions arrangements as required. This involves providing support in assessment tasks settings, including:
 - – scribing
 - – supervision on extra time and rest breaks
 - – use of assistive technologies.
- Provide student support and assist with supervision in the yard and during breaks, excursions, camps and other extracurricular activities including sporting events when required.
- Respond to all students in the classroom in a warm and encouraging manner and build collaborative relationships.
- Be an active member of the Learning Diversity team and contribute at team meetings.
- Implement programs identified by specialists such as Speech Pathologists and Occupational Therapists.
- Contribute to the delivery of quality education by assisting and supporting teachers with the preparation / enhancement of learning materials and where necessary assist with modifications to teacher-designed adjustments.

Pastoral Care and Child Safety

- Provide students with a child-safe environment.
- Be familiar with and comply to the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects College policies and values.
- Implement strategies which promote a healthy and positive learning environment.
- Demonstrate duty of care for student physical and mental wellbeing.
- Assist in the provision of a child-safe environment for students.

Professional Practice

- Attend training and professional learning programs to maintain skillset for this role.
- Demonstrate a commitment to participating in professional development – lifelong learning.
- Continue development of ICT skills as technologies evolve.
- Participate in performance appraisal.

Other duties

- Demonstrate professional and collegiate relationships.
- Contribute to a healthy and safe work environment for self and others and comply with safe work policies and procedures.
- Be familiar and comply with the College's First Aid and Emergency procedures.
- Maintain currency of first aid, mandatory reporting and anaphylaxis training.
- Attend all relevant meetings, whole College events such as College assemblies, sports events, mass, community, faith days, and transition and information sessions, including out of hours as required.
- Other duties as directed by the Principal.

Child Safety

St Mary's College is committed to the safety, wellbeing and inclusion of our students.

The College has a zero tolerance to all forms of child abuse and actively works to listen and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously and responds in line with the organisation's policies and procedures.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child-connected work while holding a current registration with the Victorian Institute of Teaching (VIT) or a Victorian Working with Children Card (WWC).

Staff are required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the College's Child Safety Code of Conduct, and any other policies and procedures relating to child safety and wellbeing;
- 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.

Breaches will be managed as per the *CEMEA 2022 Clause 13 – Managing Employment Concerns*.

Occupational Health and Safety

There is responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.

Staff are to:

- Take reasonable care of their own safety and health and safety of others affected by their acts or omissions;
- Report hazards, accidents or incidents (near misses) in accordance with agreed College procedures;
- Follow established safe working procedures, instructions and rules;
- Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act;
- Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or the welfare of others; and
- Not wilfully place at risk the health and safety of any other person in the workforce.

The complete Occupational Health and Safety Policy may be viewed by accessing <https://www.smseymour.catholic.edu.au/our-school/college-policies/>

Criteria – Personal Requirements/Competencies

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission.
- A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church.
- A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ.
- A capacity to integrate the Church's teachings into all aspects of curriculum.
- Understand the importance of nurturing a personal relationship with Christ.

Commitment to Child Safety

- Experience in working with children.
- A demonstrated understanding of child safety.
- A demonstrated understanding of appropriate behaviours when engaging with children.
- Familiarity with legal obligations relating to child safety (e.g. mandatory reporting).
- Be a suitable person to engage in child-connected work.

Qualifications/Experience

- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.
- Certificate III or Certificate IV Education Support – highly desirable.
- Experience working in an educational environment – highly desirable.
- Experience working with neuro divergent students– highly desirable.

Skills and Attributes

- Communicate effectively and display a high level of interpersonal skills so as to function as an effective team member with students and staff. Be proactive; willing to show initiative and listen.
- Ability and willingness to accept policy directives.
- High level of professional and personal presentation;
- Maintain high work standards with minimal supervision;
- Flexible and able to operate effectively in a changing environment.

Other information

- This position is located at 90 High Street, Seymour 3660.
- Terms and conditions of service are set out in the CEMEA (2022).
- The successful applicant must hold or be willing to acquire National Police Record check before employment
- St Mary's College, Seymour is a Child Safe School. We promote the safety, wellbeing and inclusion of all children.