Role Description
Learning Support Officer- St Paul’s Primary School, West Sunshine

ROLE TITLE: Learning Support Officer
RESPONSIBLE TO: Principal, Student Services Leader
RECEIVES INSTRUCTIONS FROM: Principal, Deputy Principal, Student Services Leader, Teachers,

PURPOSE OF ROLE: To assist in the support and inclusion of students with additional learning needs within the school.

TERM OF CONTRACT: Term 3 & 4, 2015
Hours: Monday to Thursday 9.00am-2.30, Friday 9.00-1.30 (.63 FTE)
START DATE: Term 3 2015

Learning Support Officers (LSO) complement and support the Principal and all teaching staff within the School by assisting in the daily operations. All LSOs in a Catholic school should be exemplary in leading, supporting and promoting an atmosphere where Catholic principles and practices flourish. LSOs must be prepared to relate to staff in a genuine and authentic manner so as to develop staff cohesion and morale and to initiate, develop and implement school policies with involvement from the whole staff.

Role Description – Learning Support Officer

The skills required to be a Learning Support Officer include active listening skills, instructing skills, reading comprehension skills, speaking skills, learning strategy skills, oral comprehension skills, and highly developed written and verbal communication skills.

Learning Support Officers must also have the ability to establish and maintain working relationships, make decisions, solve problems, think creatively, document student progress, research and process information using information technology and motivate students on a daily basis.

The role of the Learning Support Officer requires:

- An ability and passion for the understanding of working with young people including students with disabilities;
- An ability to cater for differences in students’ abilities and learning styles;
- A knowledge, application and competence in the use of information technology as an educational, processing and resource tool including word processing, internet researching techniques and email;
- Current CPR and First Aid Qualification.

A. Supporting the student

1. To develop a knowledge of a range of learning support needs relevant to the school
2. To develop an understanding of the specific needs of the students to be supported
3. To aid the students to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
4. To establish a supportive relationship with the student’s concerned.
5. To establish acceptance and inclusion of the students in the classroom.
6. To manage students as advised by the Student Services Leader and class teacher.
7. To use methods of promoting / reinforcing the student’s self-esteem.
8. To ensure the safety of the students while in your care.
9. To carry out any specific duties as outlined in the student’s Individual Learning Plan.
For example:
- Clarifying and explaining instructions
- Ensuring the student is able to use necessary equipment
- Motivating and encouraging the students
- Assisting in areas of specific weakness, such as speech and language or writing tasks
- Helping students to concentrate on and finish work set
- Attending to student’s personal and health needs
- Developing appropriate resources to support the students
- Assisting in the management of student’s social interactions and behaviour

B. Supporting Student Services and Classroom Teachers

1. To assist the Student Services Leader to develop a suitable programme of support and then carry out the programme, within the classroom or in a withdrawal situation.
2. To maintain the team’s system of recording and monitoring of student’s progress
3. To provide feedback about student’s difficulties and / or progress to Student Services Leader, Class teacher and Families.
4. To evaluate the student’s progress as requested by the Student Services Leader
5. To participate in the evaluation of the support programme, with the Student Services Leader and class teacher.
6. To help adapt / find differentiated materials to enable students to access the class curriculum.
7. To report any problems about arrangements or any incidents to the Student Services Leader, or if unavailable, to the class teacher.

C. Supporting the school

1. Where appropriate, to foster links between home and school.
2. To liaise, advise and consult with other members of the Student Services Team.
3. To contribute to Annual Review Meetings, as appropriate.
4. To participate in relevant professional development.
5. To be aware of / follow school policies and procedures.
6. To maintain confidentiality about home - school / student - teacher/ school - work matters.
7. Provide First Aid for students who injure themselves on the playground during recess and lunch time.
8. To assist in the school office during recess and lunch time.
9. To complete any other task as directed by the Leadership Team.

Selection Criteria

1. Judgement and Decision Making Skills: Exercise sound judgement with regard to advice given to students and the most appropriate means of working with students including their various abilities and learning styles.
2. Management Skills: The ability to prioritise, manage time, plan and organise one's own work to meet deadlines and to work autonomously and within a team environment.
3. Interpersonal Skills: Able to communicate (verbal and written) and relate well to others at all levels in a clear and professional manner. Proven ability to work cooperatively within a team environment.
4. Knowledge, Qualifications and Experience: Ability / understanding of working with young people including students with disabilities from Prep to Year 6. Proven ability and competence with the application and use of information technology as an educational, processing and resource tool including word processing, internet researching techniques and email.