

LEARNING SUPPORT OFFICER

Position Description and Duty Statement

Remuneration Scale	Entitlements under the CEMEA 2022 Level 2 Category B School Holidays included
Full Time Equivalent	Part Time
Reports to	Learning Diversity Leader

Overview

All staff members of Clonard College are expected to uphold the Kildare Education Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Our College motto “Strength and Kindliness” comes to life in each staff member as they demonstrate the strength to do their job well and the kindness to undertake it with compassion.

Primary Objective of the Role

The Learning Support Officer (LSO) provides vital support to students who require extra assistance and support to address their additional needs. LSOs also provide support to teaching staff by facilitating specialised Personalised Learning Plans (PLPs) for students in the classroom.

Clonard College responds to students with additional needs using the Response to Intervention (RtI) model which reflects best education practise and is consistent with the Disability Standards for Education (2005), the Nationally Consistent Collection of Data (NCCD) and The Disability Discrimination Act, 1992.

Typically, three tiers can be aligned to the College’s planning and support of students with disability.

Tier One – Supplementary Adjustments

Tier Two – Substantial Adjustments

Tier Three – Extensive Adjustments

Major Areas of Responsibility

Under the general supervision of the classroom or supervising teacher the LSO is responsible for:

- Supporting students who require additional needs
- Supporting teachers during classroom learning to assist students

Statement of Duties

The following duties are aligned to the major areas of responsibility of the Learning Support Officer

- Foster a caring environment, which also promotes independence and personal growth
- Assist and support a student's social awareness goals and guide positive relationships and appropriate behaviours within the classroom environment
- Provide assistance for students requiring additional support with guidance from the Learning Diversity Leader, Wellbeing Community Leaders and Subject Teachers
- Deliver and support learning material, to an individual student with needs, that has been modified or adjusted to a level of personal challenge for the individual student by the subject teacher

LEARNING SUPPORT

- **Tier One**- Work in partnerships with teachers to support student learning. Duties may include:
 - General support to a group of students while the teacher is engaged in focused teaching
 - Provision of personalised support, e.g. mobility or communication support, where required
 - Assisting students to complete tasks designed by the teacher
 - Supervision of core program, work completion
 - Preparation of support materials
- **Tier Two** - Work in partnership with teachers to implement aspects of learning plans, as identified by the teacher, for groups of students
 - Lead small group tasks designed by the teacher
 - Adapt lessons for individual students, under the guidance of a teacher
- **Tier Three** – Work with the student, under the direction of the teacher, to support the implementation of particular learning goals as identified in the Personalised Learning Plan (PLP)

COMMUNICATION

- Maintain high level communication with relevant personnel
- Participate and/or provide feedback in Program Support Group meetings upon request
- **Tier One** – Communicate with teacher on student's performance of task, work habits, behaviour etc
- **Tier Two** – Communicate with teacher on student's performance of task, work habits, Behaviour etc. Provide general formative feedback to student performance during the teaching session
- **Tier Three**- Liaise regularly with teacher to discuss specific strategies to be implemented by the LSO as identified in the PLP. Communicate with teacher about student performance on tasks, implemented by the LSO, as identified in the PLP. Communicate with teacher, parent/s, Case Manager and Learning Diversity team through the PSG relating to student performance on tasks as identified in the PLP

DATA COLLECTION

- Collect data for analysis by the teacher and when applicable the Learning Diversity Team – work samples; anecdotal notes on performance of task, work habits, behaviour etc., provided to the teacher and when applicable to the PSG team
- Maintain up-to-date records for the purpose of NCCD inclusion on supported students and communicate this with the Learning Diversity Leader in a timely manner

PROFESSIONAL LEARNING

- Access professional learning to develop skills, knowledge and traits to
- assist students to complete tasks designed by the teacher
- successfully implement small group tasks
- Provide personalised support for specific needs

OTHER DUTIES

The Learning Support Officer is, at times, required to undertake other duties related to the role as directed by the Learning Diversity Leader in consultation with the Principal.

The Learning Support Officer will undertake professional development and training in order to maintain the expected level of knowledge of current and best practice in the major areas of responsibility associated with the role.

Qualities and Capabilities

The effective performance of Learning Support Officer will be due to their demonstration of a comprehensive range of the following:

Attributes and Dispositions

- respect for the core values of Kildare Education Ministries as lived at Clonard College
- commitment to Clonard Vision
- hospitable and timely service to all
- loyalty, trustworthiness, dependability and reliability
- generates ideas and is committed to continuous improvement and system efficiencies
- proven ability to provide clear and effective communication in a variety of formats to various audiences
- openness to learning in all situations
- collaborative and flexible participation in professional settings
- compassion, objectivity and clarity when handling difficult situations
- confidentiality and discretion when handling sensitive information
- perseverance and patience in complex and stressful situations
- understanding the need for mutual accountability
- confidence and enthusiasm about the students

Commitment to Catholic Education

- A demonstrated understanding of the ethos of a Catholic school and its mission
- Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ
- Demonstrate a commitment to personal witness as a member of a faith community

Commitment to Child Safety

The Learning Support Officer will:

- have a demonstrated understanding of child safety
- have a demonstrated understanding of appropriate behaviours when engaging with children
- be familiar with legal obligations relating to child safety (e.g. mandatory reporting)
- be a suitable person to engage in child-connected work

Knowledge and Understandings

- comprehensive understanding of the College's policies and procedures
- the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information
- first aid competence demonstrating the skills and knowledge required to provide first response and sick bay support
- the appropriate referrals to the offices of the Principal, the Learning Diversity Leader, Administration Services staff, members of the Leadership Team or other teaching or non-teaching staff

Skills and Capabilities

Excellent administrative skills demonstrating:

- Strong organisational and time management skills
- Excellent interpersonal skills and ability to relate to all sections of the Clonard community
- Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact
- Basic computer skills and literacy, with a working knowledge of computer programs including Word, Excel, Outlook and TEAMS
- Ability to work autonomously
- Ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the administration services of the College

Excellent capabilities in the use of information and communication technologies i.e.:

- Microsoft Office suite
- SIMON
- SAS 2000
- Database management
- Online and mobile applications

The ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role.

Risk and Occupational Health and Safety

The Learning Support Officer will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within the College

Key Communications

Internal

Learning Diversity Leader
Students

Committees

Student Learning Support
Team

External

Parents
Visitors to the College

Background and Qualifications

Certificate III in Education Support (desirable or course to be completed upon appointment)

Certificate IV in Education Support (desirable or course to be completed upon appointment)

Relevant higher education

Experience in a similar role in Education (desirable)

Other Requirements

- Valid Working with Children Check Card (WWCC)
- National Police Record Check
- Comply with the Clonard College Child Safety Code of Conduct
- Current First Aid Certificate
- Current Anaphylaxis Certificate

Authorised by: Luci Quinn - Principal

Date:

Revised: October 2023