



Position Description

Learning Support Officer

Sacred Heart Girls' College is a Catholic faith community enriched by the RNDM charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and nurturing our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with the school, local and global communities

About the Position

The Learning Support Officer works under the direction of the Learning Diversity Leader. As a member of the Learning Diversity Team, the Learning Support Officer's key responsibility is to ensure learning diversity students develop their full potential in all aspects of school life. The Learning Support Officer will support the smooth inclusion of learning diversity students working in the Learning Diversity area and in the classroom to support subject teachers. As part of the team, the Learning Support Officer is expected to be an enthusiastic participant in a dynamic working environment, demonstrating initiative and flexibility in responding to a variety of day to day needs.

The Learning Support Officer promotes the philosophy of the College as outlined in the Mission and Vision Statement. The Learning Support Officer will provide students with a child-safe environment and be familiar with and comply with the College's child-safe policy and Code of Conduct, and any other policies or procedures relating to Child Safety.

Key Responsibilities

Learning and Teaching

The Learning Support Officer supports students with additional learning needs to access the curriculum, engage in learning and develop greater independence, working collaboratively with teachers and under their direction.

Responsibilities include:

- Support students receiving funded and College-supported learning assistance within assigned classes and other learning environments.
- Work with students individually or in small groups as required.
- Assist teachers to adapt and prepare learning materials to improve curriculum accessibility, including summaries, glossaries, handouts and other resources.
- Support students to use assistive technologies, audiobooks and other appropriate learning resources.
- Encourage student engagement, participation and independence in learning activities.

- Assist students to participate in curriculum-related activities within and beyond the classroom, including excursions, sporting activities, camps and carnivals.
- Provide supervision and support during School-Assessed Coursework (SACs), examinations and other assessments, as required.
- Participate in College-based professional learning and seek relevant external professional development opportunities to strengthen knowledge and skills in learning support.

Collaboration and Communication

The Learning Support Officer works collaboratively with teachers, Learning Diversity staff, families and relevant professionals to provide coordinated, respectful and responsive support that meets individual student needs.

Responsibilities include:

- Demonstrate effective interpersonal, communication and teamwork skills.
- Work collaboratively with teachers and other staff to implement appropriate learning and support strategies.
- Liaise with relevant specialists and external professionals, such as speech pathologists and psychologists, as required.
- Attend Program Support Group (PSG) meetings and contribute relevant observations and information, as required.
- Support collaborative consultation and respond sensitively and respectfully to student needs.
- Assist students with additional learning needs to participate fully in College activities, including incursions, excursions and camps.
- Contribute to student health, safety and wellbeing, including the provision of first aid and administration of authorised medication where appropriately trained and authorised.

Administration and Organisation

The Learning Support Officer maintains accurate records and undertakes administrative and organisational tasks that support the effective delivery of learning support services across the College.

Responsibilities include:

- Maintain records in accordance with College policies, procedures and recordkeeping requirements.
- Document the support provided to individual students, including relevant observations and progress, in accordance with College processes.
- Complete administrative tasks associated with Learning Diversity and student support, as required.
- Assist with the organisation and preparation of learning resources and materials.
- Assist with the preparation and organisation of activities, excursions and camps, as required.

Child Safety and Professional Responsibilities

The Learning Support Officer ensures all practices align with College policies, child safety requirements and professional expectations.

Responsibilities include:

- Provide students with a child-safe environment and comply with all child safety policies and procedures.
- Promote and model the mission, vision and values of the College.
- Foster a supportive and inclusive environment that enables all students to achieve their full potential.
- Ensure all responsibilities are carried out in accordance with College policies, procedures and professional standards.
- Attend College formation days and professional learning activities as required.

Variation to the Position

The principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

Terms and Conditions

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Learning Diversity Leader
Internal Liaisons	Year Level Leaders, Learning Leaders, VCE Leader, Staff, Parents/Carers and Students
Conditions	Education Support Officer - Category B (Level 2 or 3 depending on qualifications and experience) Full Time <i>Note: This position may, on occasion, require work outside regular school hours for activities such as camps and excursions</i> Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022
Appointment Time	2027 – one year fixed-term contract