



SACRED HEART GIRLS' COLLEGE

POSITION DESCRIPTION

LEARNING SUPPORT OFFICER- ASSESSMENT SUPERVISOR

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions 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 strengthening 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 parents and the broader community

The Learning Support Officer is appointed by the Principal and works under the direction of the Learning Diversity Leader. The Learning Support Officer works as part of the Learning Support Team 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 through their presence and work provide students with a child-safe environment and are 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. They will maintain a clean and safe workspace and abide by the workplace health and safety policies and procedures of the College.

RESPONSIBILITIES

CULTURAL

- Actively and publicly promote and support the College, its mission, vision and values.
- Provide students with a child-safe environment.
- 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.
- Contribute to a positive climate within the team that is compatible with the College ethos and expectations.
- Actively and publicly advocate for students with special needs.
- Foster a nurturing, supportive and positive climate which allows all students, irrespective of their needs, to develop their full potential in all aspects of their school life.
- Be flexible in working hours to accommodate student participation in a variety of activities.

Specific duties

- Keep up to date with staff and student bulletins and minutes of staff briefings.
- Attend Learning Diversity Area meetings.
- Attend whole school assemblies, Masses and special occasions.

LEARNING AND TEACHING

- Support the learning and teaching of Learning Diversity and supported students.
- Engage in opportunities for professional learning and personal development.

Specific duties

- Manage requests from teachers for student assessments and SACs.
- Timetable requests for assessments.
- Ensure that student provisions are supported and recorded accurately for internal records and NCCD documentation.
- Follow up and report student absence, rescheduling assessments and SACs when required.

Additional duties (as requested)

- Support student participation in curriculum related activities within and beyond the school.
- Under the direction of subject teachers work with students within assigned classes.
- Work with students in a withdrawal capacity as required.
- Prepare class materials that allows accessibility to the curriculum for learning diversity students e.g., summaries, glossaries.
- Provide support via resources such as assistive technology, audio books, handouts.
- Participate in excursions, sporting activities or carnivals when required.
- Attend school based professional learning as required.
- Seek appropriate external professional learning opportunities.

WORKING WITH OTHERS

- Demonstrate strong interpersonal skills and the capacity for effective communication.
- Support processes that ensure collaborative consultation, sensitivity and respectful responses to student needs
- Contribute to a climate that is conducive to collaboration and cooperation.

Specific duties

- Work as part of a team.
- Liaise with teachers, specialists, outside personnel (eg speech pathologists, psychologists) as required.
- Attend Program Support Group Meetings as required.
- Assist learning diversity students to participate in all facets of College life including incursions, excursions and camps.
- Contribute to the welfare, health and safety of learning diversity students, including, where applicable and qualified, the delivery of first aid and the administration of authorised medications

ADMINISTRATION

- Maintain records in accordance with College policy and practices.
- Demonstrate effective organisational and administrative skills.

Specific duties

- Keep a diary of assistance provided to each student, noting their progress.
- Undertake clerical and administrative work as required.
- Participate in excursions and camps as required.
- Ensure the tidiness of the Learning Diversity area.

VARIATION TO 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.

REPORTING RELATIONSHIPS

Reports to	Learning Diversity Leader
Internal Liaisons	Year Level Leaders, Learning Leaders, VCE Leader, Homeroom Teachers, Staff, Students
Conditions	1.0 FTE Salary and conditions in line with the VCMEA 2018 as a Category B Education Support Employee (level determined by qualifications and experience).