

MacKillop College

Learning Support Officer



Position Description

Classification (CEMEA 2022)	Education Support Employee Level 2
Position reports to	Director of Learning Diversity

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

MacKillop College acknowledges that each student is a unique individual. Our Learning Support Officers provide meaningful and individualised support to students with learning needs that require differentiation. The Learning Diversity Program complements the College curriculum to enable each student to experience growth in their learning.

Our staff at MacKillop College work collaboratively and are committed to continuously developing their practices and pedagogy, drawing upon evidence-based theory to improve education and build effective communities of learners.

As a Catholic school, MacKillop College requires all staff to share in an active commitment to Catholic Education and a commitment to Child Safety through the actions below.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ willingness to Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Learning Support

- provide direct learning support to students who require an adjusted learning program or who are funded through National Consistent Collection of Data (NCCD)
 - assists teachers with the implementation of strategies for learning and behaviour management during class time
 - assists teachers to prepare learning resources to meet individual student learning needs
 - In consultation with the Teacher, find meaningful ways to integrate the student into the learning
 - demonstrate current knowledge of the subject method by using a range of learning activities, resources and materials
 - in consultation with the Teacher, prepare relevant activities to assist with student comprehension, reinforcement and revision
 - assist students with social awareness/interaction and appropriate behaviours within the learning environment
 - participate in meetings relevant to Personalised Learning Programs (PLPs), Individualised Learning Programs (ILPs) and Program Support Groups (PSGs) as required
 - assist with the collection of data for the Nationally Consistent Collection of data process
 - participate in student progress reviews and learning program modifications
 - maintain awareness and skills in the latest evidence-based learning support practices
 - supporting students on excursions, camps and other activities outside the classroom/College environment
 - participate in extra-curricular activities as required
 - clearly articulate and demonstrate the relevance of the learning to students
 - identify the learning strengths and challenges of the students being supported
 - monitor student participation and engagement in learning
 - maintain records of learning and behavioural progress
 - use data to inform and adjust learning support as required
 - maintain accurate records and data in SEQTA in relation to student attendance and concerns
 - assists students' with mobility as required
 - assist students' with personal care and hygiene as required
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Differentiated learning

In consultation with the teacher:

- identify students with differentiated learning needs
 - identify any barriers within the learning environment and implement appropriate remedial actions
 - actively contribute towards the construction of Individualised Learning Plans
 - implement or adapt learning programs and goals according to a student's Individual Learning Plans
 - provide direct and timely support to students who have additional learning or support needs
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Communication

- provide meaningful and regular feedback to students on their progress
 - ensure all marking requirements for student work and assessment tasks is completed, and feedback provided in a professional and timely manner
 - provide written reports as required detailing learning performance, strengths, challenges and recommendations for future learning support strategies
 - participate in Student Progress Interviews as required
 - initiate family contact where required
 - respond promptly to family requests for information, return phone calls and answer emails
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Learning Environment

- create and maintain a safe learning environment
 - promote positive, respectful and encouraging relationships
 - demonstrate effective behavioural management skills, implementing appropriate behaviour management strategies
 - use appropriate restorative practices for students
 - establish clear expectations for student behaviour and encourage students to take responsibility for their own behaviour
 - establish clear learning expectations for students based on individual needs
 - create a stimulating learning environment by using a variety of teaching strategies and activities
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Co-Curricular

- support and participate in co-curricular activities as required
- proactively encourage students to participate in co-curricular activities
- oversee the provision and care of relevant equipment materials and first aid requirements

Professional Development

- support a performance and development culture
- provide support for and encourage student involvement in co-curricular programs
- maintain current accreditation to provide First Aid, CPR, and complete asthma and anaphylaxis training
- complete annual Child Protection and Mandatory Reporting training
- participate in appraisal/feedback processes to receive constructive feedback, as required
- commit to ongoing professional development
- maintain required ICT skills required for the role

General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- act as a role model for students
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment and resources

Work Health and Safety

- take reasonable care of your own health and safety
 - take reasonable care for the health and safety of others who may be affected by your acts or omissions
 - cooperate with any actions MacKillop College implements to comply with WHS requirements
 - comply with all Safe Working Procedures
 - use appropriate Personal Protective Equipment (PPE) as required
 - periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
 - complete safety training courses as required and participate in compliance briefings or inductions as required
 - do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
 - report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
 - work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
 - undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
 - contribute to a healthy and safe work environment, and comply with all safe work policies and procedures
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Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Qualification	<ul style="list-style-type: none">• Must hold or be working towards a qualification in Education Support
Duty of Care	<ul style="list-style-type: none">• must maintain currency qualifications in:<ul style="list-style-type: none">– First Aid and CPR– Mandatory reporting– Anaphylaxis management– Asthma management• provide appropriate direction, supervision and support to staff and students
Emotional intelligence	<ul style="list-style-type: none">• a demonstrated understanding of social and emotional issues connected to student life• an ability to build positive and meaningful relationships with students• an ability to build relationships with staff and students and set clear behavioural expectations• an understanding of trauma informed practice• an understanding of emotional regulation of self and others
Communication	<ul style="list-style-type: none">• excellent written and oral communication skills, including ability to communicate with students, families and the school community• excellent interpersonal and communication skills
Organisation	<ul style="list-style-type: none">• ability to manage tasks with minimal supervision• capacity to work to timelines• demonstrated organisational skills including strong attention to detail• proven time-management skills• exhibited self-motivation
Learning Support	<ul style="list-style-type: none">• use of multiple techniques to engage students in learning• use of technologies associated with the method taught• contemporary knowledge of the subject matters being taught
Approachable	<ul style="list-style-type: none">• a demonstrated ability to foster a welcoming and calm learning environment that promotes positive behaviour
Teamwork	<ul style="list-style-type: none">• ability to work as part of a team• ability to collaborate with the teacher and other staff to develop and share resources• ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	<ul style="list-style-type: none">• a demonstrated commitment to working in a Catholic Education environment• demonstrated pastoral approach towards student and staff relationships

Qualifications, Education and Experience

Essential

- A Certificate III qualification in Educational Support or equivalent (or working towards)
- contemporary understanding of the education setting
- ability to support student learning and encourage independent learning
- demonstrated understanding and experience with
- a commitment to teaching in a Catholic school environment

Desirable

- demonstrated experience in working with students in a secondary school setting
 - experience working with people living with a diagnosis or disability that can impact learning or independence
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Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____