

## POSITION DESCRIPTION

### *LEARNING SUPPORT OFFICER*

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Education Support Officer Category B	5 days per week (0.85FTE)	Director of Student Services

#### APPOINTMENT TERMS

- Fixed Term
- The conditions of the Catholic Education Multi Enterprise Agreement apply to this position

#### ABOUT THE ROLE

- To be able to work co-operatively and positively as a member of a large team.
- To be able to work with students with a wide range of disabilities/challenges e.g. Cerebral Palsy, Intellectual Disability, Specific Language Disorders, Downs Syndrome, Autism Spectrum Disorder, Severe Social and Emotional Disorders, Visual Impairment, Literacy and Numeracy difficulties.
- To be able to take direction from Teachers and Therapists.
- To support school programs and gain the confidence and trust of teachers, students and parents/guardians.
- To share expertise and information, and to gain from the experiences of teachers and parents/guardians.
- To maintain a level of confidentiality as directed by the Head of Student Services.
- To assist the Learning Diversity Teacher as required.

## KEY RESPONSIBILITIES:

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### COMMUNICATION

- Assist in the development of appropriate social skills
- Foster appropriate social interaction with peers and staff
- Work towards developing understanding on the part of peers as to particular behavioural/social responses – consequences of disability/challenge
- Assist students to communicate their needs (an interpreter) to staff, students and external consultants

### ACADEMIC

- Assist the student to access classroom material and/or content
- Encourage independent learning
- Act as a clarifier for students as required

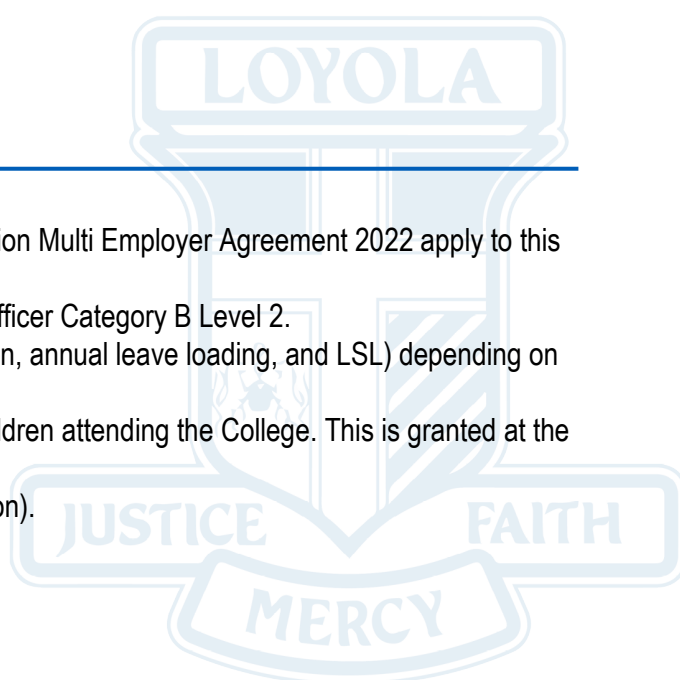
### OTHER

- Assist with Examination Supervision of students, but in particular those with specific needs
- Assist with special programmes, such as assemblies, Activities Week, incursions, excursions and the like.
- Attend excursions/incursions
- Attend at least one overnight Camp or Retreat per year
- Attend PSG meetings as required.
- Record minutes of PSG meetings
- Maintain the resource room
- Maintain and update administrative records of students
- Attend faculty, house, level or staff meetings as required
- Other duties as required by the Principal

## SALARY, CONDITIONS & BENEFITS:

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- The conditions of the Victorian Catholic Education Multi Employer Agreement 2022 apply to this position.
- The position is an Education Support School Officer Category B Level 2.
- Salary package range (including superannuation, annual leave loading, and LSL) depending on qualifications and experience.
- Discount off tuition fees applies to staff with children attending the College. This is granted at the discretion of the Principal.
- Salary sacrifice capabilities (e.g. Superannuation).



## OUR VISION:

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*Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.*

*We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.*

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith**.*

## CHILD SAFETY:

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The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

## VERSION:

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April 2025