



Saint Ignatius College Geelong

Position Description

**Education Support Officer/
(Student Learning Support)**

Date: December 2017

- Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:
- College’s Catholic Ethos
 - College’s Ignatian Ethos
 - College’s Child Safe Policies and Procedures
 - CECV Statement of Principles Regarding Catholic Education

All staff members at Saint Ignatius College Geelong are ultimately responsible to the College Principal via the Deputy Principal: Staff, Identity and Operations and the designated leader of their work area.
Designated Leader of Work Area – Learning Diversity Leader

Position Description	
	<ul style="list-style-type: none"> • The essential role of every staff member at Saint Ignatius College Geelong is to provide the best possible child safe learning environment and pastoral care for each student according to the College Mission Statement and The Characteristics of Jesuit Education. • The staff member appointed to the position of Student Learning Support Officer is expected to perform the duties as outlined in this description, in a professional and respectful way and act as a role model for students.

General Responsibilities and accountabilities of the role	<ul style="list-style-type: none"> • Direct accountability is to the Learning Diversity Leader • Develop and maintain collegial and professional relationships with colleagues • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • To support the implementation of Learning Support program for students with Literacy, Numeracy & Special Learning needs • To provide direct and indirect assistance to individual students or groups of students in the implementation of day –to-day learning experiences that are planned, directed, allocated, coordinated and monitored by the classroom teacher in conjunction with the Learning Diversity Leader • To assist in the implementation of special programs for specific curricula needs, mobility or personal hygiene and health care needs • To hold current certification for Level 2 First Aid, Anaphylaxis and Asthma • To undertake an annual professional review • To support the performance and development culture of Saint Ignatius College • To adhere to all SICG College policies as published on the College intranet • To undertake any other duties as required by the Principal
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<p>Student Learning Support Officer</p>	<ul style="list-style-type: none"> • To work in association with the classroom teacher and the Learning Diversity Leader to implement program. • To assist students on an individual or small group basis in specific learning areas • To work with students with disabilities and impairments, in particular those with Literacy, Numeracy & Special Learning Needs, funded to support their education. • To assist with toileting and personal hygiene needs as required • To be involved where necessary in assisting with Social skills programs, “Protective behavior” programs, and therapy based programs • To enrich the experience of special needs students beyond what would be able to be provided without this additional level of assistance • Provide one –to-one or small group support, as directed. • To assist with communication between students and teachers particularly the interpretation of instructions. • To observe students and bring their concerns to the attention of the classroom teacher where appropriate. • To provide basic physical and emotional care for students. • To participate in the monitoring and evaluation of programs and evaluation of individual student’s achievements. • Assist with the liaison and communication between parents, teachers and other staff and members of the wider community. • Prepare basic curriculum resources/aides/materials as directed. • Assists the student to stay on task in class or assists with modified work or note taking • Liaises regularly with teaching staff with regard to student progress • Where appropriate, attends program support group meetings (PSG) • Attends school excursions as required to support students with special needs • Reports to the Learning Diversity Leader on a regular basis • Attends scheduled Learning Support Team meetings • Prepare minutes for Scheduled meetings as directed by the Learning Diversity Leader on a regular basis • To assist in the collection of SICG NCCD (Nationally Consistent Collection of Data of school students with disabilities) for accurate documentation purposes • If necessary, may be requested to assist in camping program • On days when supported students are absent you may be required to assist with the collection, preparation and distribution of teaching aids, maintaining records of books and materials distributed, assist teachers with the care of children on school excursions and other out of class activities • Availability to attend school camps and excursions as requested • Attend to students personal care needs (eg assist with toileting) as required • On pupil free days you would be required to assist with general school administration duties if no other duties in Learning support available. • Such other duties as required by the Principal from time to time.
	<p>Key Skills</p> <ul style="list-style-type: none"> • Proficient use of technology • Knowledge of SICG Student Management Systems and Learning Management System • Capacity to manage own time, complete multiple tasks within a set time frame and show initiative • Demonstrated interest in working with people and an ability to relate to young people in a positive, respectful and supportive manner, upholding the College ethos • Attention to detail and accuracy • Flexibility • Effective communication and commitment to team-building skills • Strong interpersonal skill, including the ability to liaise with a range of College stakeholders • Demonstrated capacity to maintain confidentiality

Child Safety and Pastoral Care	<ul style="list-style-type: none"> • 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 • Assist in the provision of a child-safe environment for students • Maintain currency of Child Safe training • Demonstrate a duty of care to students in relation to their physical and mental wellbeing • Be active participants in the College's pastoral care system • Proactively monitor and support student wellbeing • Exercise pastoral care in a manner which reflects Ignatian values • Implement strategies which promote a healthy and positive learning environment
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in relation to your role • Commit to ongoing professional development in relation to your role • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Be an active member of a relevant professional association as duties permit • Support collegial learning • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role

Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and, where possible, be involved in the co-curricular program • Where appropriate, nominate participating students for awards or school colours • Create and maintain a safe environment in which students may enjoy their participation • Oversee the provision and care of relevant equipment materials and first aid requirements • Consider participation in social justice activities/retreats/spiritual programs.
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General, Administrative and School Community Duties	<ul style="list-style-type: none"> • Attend all relevant school meetings, including staff meetings when the notification to staff specifically indicates that support staff are required to attend • Attend whole-school assemblies and liturgies, whole-school sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal • Attend staff liturgical events and staff faith days • Use Information and Communications Technologies to enhance administration • Follow the College's financial requirements in relation to ordering and deliveries • Attend learning area meetings as scheduled and when timetabled
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This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.

Remuneration

As per the Victorian Catholic Education Multi Enterprise Agreement 2013.

Remuneration and hours will be as agreed according to your contract of employment

Additional hours outside of your normal contracted hours (eg. Camps) need to be negotiated and agreed in writing in advance with the College Deputy Principal – Staff, Identity and Operations, with consultation with Learning Diversity Leader. Preference for the College will always be on Student Free days.

Other requirements

Employees must have and maintain

- Valid Working with Children Check
- Valid National Police Record Check every 5 years
- Current Level 2 First Aid, CPR, anaphylaxis and asthma training
- Current Mandatory reporting by completing the annual certification