



## MARIAN COLLEGE

### Learning Support Officer

POSITION:	Learning Support Officer
REPORTS TO:	Principal, Learning Diversity Leader
ROLE TENURE:	Ongoing
FTE:	0.8-0.9
CONDITIONS:	Catholic Education Multi-Employer Agreement 2022

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#### OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

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#### ROLE DESCRIPTION

The Education Support Officer will contribute to the quality of service provided to the school community by supporting the learning program and enhancing the classroom experience of students with particular needs. The type of support offered may vary according to the student, her learning program and the requirements of the subject.

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#### CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

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#### RESPONSIBILITIES:

- Working in partnership with the Learning Diversity Leaders and fellow members of the Learning Diversity Team.
- Providing one-to-one, and where appropriate, group support in the classroom.
- Delivering programs, as per classroom teacher instructions, and providing feedback to classroom teachers regarding student progress.
- Attending to the administrative requirements needed for student support and organisational compliance, as per directions from the Learning Diversity Leaders.

## **WORKING AS A MEMBER OF THE LEARNING DIVERSITY TEAM**

- With the Learning Diversity Leaders develop and implement effective timetables and programs for students under their care.
- Respond to directions related to specific students' needs.
- Assess needs in order to prioritise contact times.
- Develop effective relationships with visiting teachers and therapists who support student learning.
- Implement effective classroom strategies as per teacher instructions.
- Organise Program Support Group (PSG) meetings, as directed by the Learning Diversity Leaders.
- Respect and maintain the confidentiality of students and their families in line with the Privacy Program.

## **CLASSROOM ASSISTANCE AND SUPPORT TO STUDENTS**

- Guide and scaffold student work (assisting with explaining, planning, time management, organisation, clarifying expectations and tasks, supervising work) as per teacher instructions.
- Monitor and review learning diverse students' progress.
- Affirm appropriate behaviour which has been established in the learning environment.
- Facilitate the running of 'homework club' on specific days.

## **ADVICE, ASSISTANCE AND SUPPORT TO CLASSROOM TEACHERS**

- Provide information and advice that will support and enhance diverse students' learning opportunities.
- Assist teachers with advice regarding preparation of Personalised Learning Plans.
- Attend excursions and camps as required in direct support of the students in their care.
- Provide regular feedback regarding students' progress/challenges/strengths.

## **ADMINISTRATION**

- Complete electronic accountability documents daily for students in their care.
- Ensure that student records are current, maintained and readily accessible when required.
- Complete NCCD adjustment forms as required.

## **OTHER**

- The Education Support Officer will, at times, be required to undertake other duties related to the role as directed by the Principal.
- The Officer will undertake professional development both within and outside the College in order to maintain a high level of awareness of current and best practice in the area of learning support. This may include specific training to support the medical needs of students.  
In negotiation with the Principal, it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.

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## **ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE**

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### **General:**

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.



#### Risk and Occupational Health and Safety:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

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#### KEY SELECTION CRITERIA

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1. Demonstrate a commitment to Catholic education and to the safety and wellbeing of children.
2. Well-developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment.
3. Excellent skills with Google Suite required.
4. Experience with Synergetic and SEQTA database.
5. Excellent communication skills both written and verbal.
6. Excellent time management skills with an ability to prioritise tasks and meet deadlines.
7. Demonstrate initiative and problem-solving skills with an ability to improve process and practices.
8. Ability to work independently and collaboratively as required.
9. Ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students, parents/guardians and key stakeholders.
10. A commitment to ongoing professional learning and growth in skills.

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#### QUALIFICATIONS

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##### Essential

- Working With Children Check
- A current and satisfactory National Police History Check.
- Appropriate tertiary qualifications, with further study advantage

##### Desirable

- Minimum Level 2 First Aid Certificate
- Experience working in a secondary school environment
- Experience in the use of Synergetic and Operoo, SEQTA
- Experience in school setting

