



Loyola College

**Position Description
Learning Support Officer**

Learning Support Officer

Learning Support Officers are responsible to the Head of Student Services.

General

- 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 eg. 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.

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 behavioral/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 and benefits:

- 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 (eg. Superannuation).

Child Safety

- Be familiar and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People – Code of Conduct and any other policies or procedures relating to child safety.