



LEARNING SUPPORT OFFICER

As at 28/5/2020

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

THE POSITION

FCJ College is committed to providing an education that is inclusive and that supports each student to achieve their potential. The College recognises that some students require additional assistance to do this. The role of Learning Support Officer (LSO): is to be assigned to classes to aid teaching staff to support individual students/groups under the direction of the Learning Diversity Leader.

Responsible to: Learning Diversity Leader

Role Description

The LSO will work under the supervision and direction of the Learning Diversity Leader.

The LSO will assist the subject teacher with the implementation of the individual program required by students with special needs and other students who require assistance. The LSO will support the subject teacher by sourcing and preparing material to be used by the student(s) during class or in one on one sessions. Use of technology to support the student's literacy and numeracy skill development will be important. The LSO will be required to attend lessons where the student(s) with special needs will require support regarding safety issues in practical classes.

Attendance at Learning Diversity meetings and input into the evaluation of Personal Learning Plans (PLPS) will be required.

It is always essential that the LSO maintain absolute **confidentiality**.

Duties as detailed but not limited to and may vary based on each individual need.


Child Safety

- Be familiar with and comply with the College's Child Safe Policy and Code of Conduct, and any other policies and procedures relating to child safety.
- Monitor and support student wellbeing and manage wellbeing issues in collaboration with pastoral care team.
- Provide students with a child safe environment.

Key Relationships

- The LSO will work closely with the Learning Diversity Leader, Learning Diversity Team Members and Subject Teachers to provide the best possible options and support students identified with special needs require to reach their potential.

Student Support

- Understand student's background and relevant identified learning difficulties and assistance needed.
- Be familiar with a student's personal learning plan including the recommended adjustments.
- Proactively approach the Learning Diversity team members to for support and to ask questions when unsure of next steps
- Work with the student/s under the direction of a teacher to support the implementation of learning goals.
- Source appropriate learning material via books, websites etc. 
- Assist students with their personal organisation when required.

- Work with students on an individual basis when directed to ensure students are confident about the tasks they are to complete.
- Work individually and in small groups with students.
- Assist with assessment tasks, revision and tutoring of current topics.
- Assist with BRCE transition days.-
- Assist with extra transition for NCCD funded students.
- Assist and support the implementation of instructional programs.
- Assist with communication between students and teachers, particularly the interpretation of instructions.
- Participate in the monitoring and evaluation of programs and evaluation of individual student's achievements.
- In examination periods be available for supervision, clarification, or as a scribe as required.

Staff Support

- Work in partnership with teachers to support student learning and implement the teacher-organised adjustments that teachers organise to support students
- Source appropriate resources and materials to assist the student with special needs to engage in the subject.
- Give feedback to subject teachers and Learning Diversity Leader about student progress and any adjustments that might have to be made to accommodate his/her learning needs.
- Assist with evaluating and adjusting personal learning plans for students with disabilities.
- Communicate to the teacher on student's performance on task, work habits, behaviour.
- Send applicable working notes for NCCD funded students to the NCCD evidence e-mail.

General Work Skills Expectations

- A demonstrated interest in working with young people and an ability to relate to young people in a positive, respectful and supportive manner, upholding the values of pride, respect and responsibility.
- Demonstrated commitment to professional learning and growth.-
- Flexible team member where 'thinking on your feet' may be needed
- High level communication skills with a range of individuals and well-developed emotional intelligence.
- Strong interpersonal skills as this role requires one to work closely with teaching staff.
- Knowledge of educational and learning principles and styles.
- To be able to apply the necessary skills to proactively engage and enthuse students to try their best in all aspects of learning.
- Ability to utilise technology to support students learning, for example, audio books, E-reader, calculator, talk to text, specific learning programs etc.
- Willingness to complete further professional learning where appropriate around both disabilities and adjustments for students and to respond to feedback.

Health & Safety

- Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures
- Report all known or observed hazards to Administration Reports hazards when observed.

Other Duties

- As directed by the Principal/Deputy and Learning Diversity Leader.