

| **Marian College Ararat** |  |
| --- | --- |

**Learning Support Officer**

| **Location : Marian College Ararat** |
| --- |
| **Classification : Education Support Officer, Category B, Level 1/2** |
| **Reports to : Principal, Business Manager, Enhancement Coordinator** |

| **STATEMENT OF DUTIES** |
| --- |
| **Commitment to****Catholic Education** | * An understanding of the ethos of a Catholic school and its mission.
* A willingness to support the College’s values, policies and procedures.
 |
| **Learning Support Officer** | Guided by the Enhancement Coordinators and classroom teachers (under their direction) to support the learning and teaching program. Main duties include:* Providing special needs students with additional services and support that supplement the work of the teacher.
* Enriching the experience of special needs students with an additional level of assistance.
* Providing one-to-one or small group support.
* Ensuring safety of Special Needs students.
* Learning Support Officers may be required to assist in the implementation of special programs for specific curricula needs, mobility or personal hygiene and health care needs as required
* On pupil free days, Learning Support Officers may be asked to perform other duties to assist with the operation of the school.
 |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety
* A demonstrated understanding of appropriate behaviours when engaging with children
* Be a suitable person to engage in child-connected work
* Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
* 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
* Demonstrate duty of care to students in relation to their physical and mental wellbeing
 |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedure
* Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal
* Demonstrate professional and collegiate relationships with colleagues
* Other duties as directed by the Principal
 |
| **Skills/Attributes** | * Ability to work as part of a team
* Excellent interpersonal and communication skills
* Good oral and written communication skills, including ability to communicate with children, parents and the school community
* Ability to develop and maintain strong working relationships with key stakeholders
* Proven capacity to work independently
* Sound organisational skills including strong attention to detail
* Self-motivation
 |