

Marian College

Learning Support Officer



Position Description

Classification	Education Support Officer, Category B, Level 2
Position reports to	Principal, Head of Learning and Teaching

Position Overview

The Learning Support Officer contributes to the mission of Marian College and Kildare Ministries by supporting the inclusion, dignity and growth of all students. This role affirms the value of each learner and provides practical assistance that enables students with diverse needs to flourish within the classroom and wider school community. Through compassionate presence and responsive care, the Learning Support Officer helps bring the College's values to life in everyday learning.

Catholic Identity and Mission

- Promote the ethos, mission and strategic goals of Marian College and Kildare Ministries
- Support the College's values, policies and procedures through visible and relational leadership.

Pastoral Care

- Build respectful, trusting relationships with students to support their engagement, wellbeing and sense of belonging.
- Provide one-to-one or small group support to students with additional needs, fostering confidence and connection.
- Assist with mobility, personal hygiene and health care needs as required, ensuring student dignity and safety.
- Respond calmly and professionally to student needs, modelling inclusive and relational care.
- Support the implementation of wellbeing and positive behaviour plans in collaboration with teachers and the Learning Diversity Leader, House Leaders and Head of Student Pastoral Care.

Academic Progress and Student Support

- Support students with diverse learning needs under the direction of classroom teachers and the Learning Diversity Leader.
- Assist in the implementation of targeted programs and adjustments that enable access to the curriculum.
- Enrich the learning experience of students by providing tailored support that complements teacher instruction.
- When required, attend school camps, excursions and sporting activities to support students with diverse learning needs in equitable access to these experiences. Additionally, attend such activities in general support of the schools co-curricular aims and programs.
- Monitor student engagement and provide feedback to teachers to inform planning and intervention.
- Ensure safety and supervision of students during learning activities, transitions and movement around the school.

Staff Leadership and Development

- Work collaboratively with teachers, coordinators and support staff to ensure consistent and inclusive practice.
- Participate in professional learning and team meetings as required to build capacity and shared understanding.
- Maintain professional and collegiate relationships with colleagues, contributing to a positive staff culture.
- Demonstrate initiative, flexibility and reliability in supporting classroom and school-wide learning programs.

Communication and Engagement

- Communicate respectfully and clearly with students, staff and families as appropriate to the role.
- Maintain confidentiality and professionalism in all interactions and documentation.
- Attend school events, assemblies, Masses and community activities as required by the Principal.
- Contribute to a welcoming and inclusive environment for all members of the College community.

Commitment to Child Safety

Consistent with our mission as a Catholic school in the Brigidine traditions, Marian College is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students. The Learning Support Officer must:

- Adhere to Child Safety legislation and College requirements including annual registration of a Working with Children Check and National Police Check as required.
- Provide students with a child-safe environment in which the inherent dignity of children and young people is respected and nurtured
- Be familiar with and comply with the Marian College and KEM Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Maintain confidentiality, discretion and professional boundaries in all matters
- Maintain accurate and timely student records through Marian College reporting processes, SIMON Behavioural Tracking and Student Notes as directed by the Learning Diversity Coordinator.

Health and Safety

All Marian College staff are expected to:

- Adhere to, and implement, safe work practices and procedures in accordance with Marian College and KEM policies
- Work safely and report any hazards in accordance with college procedures
- Monitor and take full care of the health and safety of others
- Participate when required in the resolution of safety issues.

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.