

2023 Position Description - Learning Support Officer (Level 2)

STATEMENT OF DUTIES

Learning Support Officer

Key Responsibilities

- Attend Learning Support Team meetings.
- Attend staff meetings as required
- Provide support for the implementation of Individual Learning Plans and Behaviour Support Plans
- Provide sensory breaks as required in accordance with OT, Learning Diversity Leader and teacher requests or as recognised as needed by you
- Support classroom based programs as instructed by the Learning Diversity Leader and classroom teachers
- Deliver tier two and tier three intervention programs under the supervision of the Learning Diversity Leader or Classroom Teacher. Follow programs as instructed by the Learning Diversity Leader
- Attend PSG, and PLT meetings at the discretion of the Learning Diversity Leader
- Attend relevant professional development when required.
- Discuss any program and timetable alterations or concerns with Learning Diversity Leader and relevant classroom teachers
- Discuss any student behaviour concerns with Learning Diversity Leader and relevant classroom teachers in a timely manner
- Provide basic physical, social and emotional care for students eg. toileting, meals, and lifting
- Work with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum.
- Document, when necessary, observations, achievements, strengths, difficulties and challenges of students
- Attend and assist in extracurricular activities and duties as required
- Carry out general school based tasks as directed by Learning Diversity Leader or Principal, when required
- Act in a professional manner and maintain strict confidentiality at all times

Additional responsibilities:

- Provide support for augmented communication needs
- Attend training for the management of, and have knowledge about, particular disabilities/illnesses, as required
- Attend meetings and implement advice given by relevant CEO and community based professionals, as required
- Provide monitoring and intervention of inappropriate or impulsive behaviour
- Provide additional supervision including during meal and break times, as required
- Provide additional support for high dependency students, as required
- Provide assistance with health issues and self-care e.g. BGL monitoring, toileting or personal hygiene, as required

Additional Level 2 Responsibilities

- Deliver intervention programs with routine supervision (as opposed to close supervision) and general direction from the Learning Diversity Leader or classroom teacher
- Exercise judgement in identifying, selecting and applying the most appropriate guidelines and procedures that align with school procedures and policies (for example applying behaviour guidelines as determined by the school)
- Interpret precedents and adapt standard methods or practices to respond to variations in student learning and behaviour
- Apply diagnostic skills, theoretical knowledge and techniques to learning, behaviour and social emotional issues
- Supervise students beyond those under your direct supervision (for example still being aware of students working outside of your direct group)
- Provide supervision at times of LSOs at a lower level while they are undertaking their duties
- Undertake appropriate training or education and/or have experience in relation to their role
- Undertake responsibilities independently in a specialised area that requires a range of knowledge, planning for learning, events or specific responsibilities
- Attend training for the management of, and have knowledge about, particular disabilities/illnesses, as required

	<ul style="list-style-type: none"> ● Attend meetings and implement advice given by relevant CEO and community based professionals, as required
Pastoral Care and Child Safety	<ul style="list-style-type: none"> ● 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
Professional Development	<ul style="list-style-type: none"> ● Commit to ongoing professional development in your area of work ● Be open to researching areas of interest relevant to directions provided in the school's strategic plan ● Continue development of ICT skills as technologies evolve ● Be an active member of a relevant professional association as duties permit
General and Administrative Duties	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures ● 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