

| **Marian College Ararat** |  |
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**Learning Support Officer**

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

| **STATEMENT OF DUTIES** | |
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| **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 |