Learning Support Officer

Position Overview

Reporting to the *Head of Department: Learning Support*. Learning Support Officers work in collaboration with and under the direction of classroom teachers to support both the learning and teaching of students and the Mission of the College.

The mission of Edmund Rice College is to be an authentic Catholic community grounded in Gospel values and inspired by the tradition of Edmund Rice. Through quality learning and teaching experiences, the College seeks to challenge each person to be critical and reflective thinkers who engage with the world in a context of service and solidarity.

The key responsibilities of Learning Support Officers includes but are not limited to the following:

- Working directly with students with learning needs to provide support in classrooms across all Departments.
- Providing assistance to the classroom teacher by working with students in small groups.
- Working with individual students.
- Assisting with preparation of aids & resources for classroom use when requested by teaching staff.
- Taking notes and scribing for students when required.
- Assisting students with computer management skills – e.g. setting up folders, saving work.
- Assisting teachers with locating resources to implement a modified curriculum program.
- Assisting with task modification in consultation with teachers.
- Assisting in practical classes e.g. Science practicals, especially for safety reasons.
- Providing support for students on work placements.
- Accompanying students on excursions or camps as required.
- Supervising small groups of students.
- Assisting students with mobility, physical or sensory needs.
- Assisting students with travel training programs as required.
- Assisting with exam supervision to ensure implementation of disability provisions arrangements.
- Supervising students with needs in the playground when required.
- Providing administrative support for the Head of Department: Learning Support, Learning Support Operations Manager; or classroom teachers when necessary.
- Keeping a record of support strategies and curriculum adjustments in accordance with Individual Plan requirements and maintaining these records for use in reviewing students' development.
- Maintaining records of Learning Support Officer classroom support.
- Attending parent meetings with the Head of Department: Learning Support when required.
- Attending professional development and training as required by the College.
- Abiding by the College policies, guidelines and directives in all areas of student well being.
- Undertaking any other duties as directed by the Principal or Head of Department: Learning Support.

(Reviewed: March 2023)