



Mercy College

Education Support – Learning Support Officer

Position Description

POSITION TITLE	Learning Diversity – Learning Support Officer
REPORTING TO	Principal
LOCATION	760 Sydney Road, COBURG VIC 3058
EFFECTIVE DATE	29 January 2024
COLLEGE DESCRIPTION	<p>Mercy College is a Catholic Secondary College for young women conducted in the Mercy tradition with justice, compassion, hospitality and excellence underpinning all we do.</p> <p>At Mercy College, personal growth is fostered and diversity celebrated. We strive for excellence as a learning community which is student centered, curriculum focused, community oriented and culturally enriched.</p> <p>We are committed to maintaining a child safe environment.</p>
POSITION OBJECTIVE	<p>The primary role of a Learning Support Officer is to assist the teachers in supporting the learning of students. This support is provided under the direction of the class teacher and Learning Diversity Leader.</p> <p>The scope of the role extends across all curriculum areas of the College. However, the class teacher is legally responsible for all students in the class.</p> <p>Through effective communication with College staff, the objective of this role is to:</p> <ul style="list-style-type: none"> • Be proactive, energetic and demonstrate initiative in delivering the very best possible support of the curriculum of the College • Maintain a high standard of communication with all staff and build upon a team approach
COMPLIANCE	<p>It is the responsibility of both the Principal and the incumbent to ensure performance in the role will meet the compliance requirements of:</p> <ul style="list-style-type: none"> • Relevant laws and regulations; • Industry codes; • Organisational Policies
CHILD SAFETY	<ul style="list-style-type: none"> • Be familiar with, and comply with, the school's <i>child-safe policy</i> and <i>code of conduct</i>, and all 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 social/emotional wellbeing
COMMITMENT TO CHILD SAFETY	<ul style="list-style-type: none"> • Experience working with young people • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviour when engaging with young people • 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
QUALIFICATIONS	<p>Current Valid Criminal Check and Working with Children Card</p> <p>Certificate III in Education Support</p>
COMMITMENT TO CATHOLIC EDUCATION	A demonstrated understanding of the ethos of a Catholic school and its mission.



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ROLE AND RESPONSIBILITIES	<ul style="list-style-type: none"> • Maintain strict confidentiality at all times • Comply with school policies and procedures. • Under the guidance of the teachers, work with students in the classroom who require additional support • Communicate with teachers about what essential curriculum is needed to support students • Provide any insight to teachers when working closely with a student that may support them with their learning • Share an understanding of the learning needs of the students, including their strengths and opportunities, with teachers • Assist student learning, where some discretion and judgement are involved, including evaluation and assessment, under the supervision of a teacher, of the learning needs of students • Provide input in goal setting based on the need of the intervention program • Help students develop independent learning skills and manage their own learning 	<ul style="list-style-type: none"> • Cater for differences in students' abilities and learning styles • Adapt/locate resources, differentiated materials to enable students to access the curriculum • Participate in relevant professional learning. • Attend and assist to facilitate Homework Club and Lunchtime Help to provide students with some additional guidance with their learning • Contribute to NCCD data collection • Provide input into PSG meetings where applicable • Complete any administrative tasks required within the department • Record support provided in class in centralized place
TENURE	Full time, ongoing	
REQUIRED COMPETENCIES AND SKILLS	<ul style="list-style-type: none"> • Support of the vision and mission statements of our learning and faith community at Mercy College. • Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment. • Proven organisational skills and capacity to show initiative in working independently. • The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversations with students, staff and parents. • A sound understanding of the key components of literacy and numeracy • Ability to coordinate and implement literacy and numeracy programs as directed by the school within the guidelines of evidence based practices 	
SALARY	Entitlements under the Catholic Education Multi Enterprise Agreement (2022)	
LEAVE	Category B staff member – works gazetted school dates.	



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GENERAL DUTIES	<p>The Learning Support Officer has the following general duties:</p> <ul style="list-style-type: none">• To provide feedback to the class teacher and Learning Diversity Leader about how the student is coping with activities, their general learning behaviour and any other observations• To reinforce the teacher's instructions and keep the student on task• To assist the Learning Diversity team in helping the student develop social interaction with their peers and at all times work to promote the self-esteem of the student• To support teachers in the delivery of education programs to supported students and ensure that these students have access to and participate safely in school activities• To make themselves and the students they are assisting, a part of the whole class setting rather than an isolated unit within the classroom• To be aware of the teachers expectations of the students in the class and to support teachers in the modification of student's programs• To respond to all students in the classroom in a warm and encouraging manner• To work co-operatively with parents, teachers and students and members of the Learning Diversity team• To actively participate in activities, assisting, intervening and encouraging students where appropriate
KEY SELECTION CRITERIA	<ul style="list-style-type: none">• Display an understanding of the key ideas of literacy and numeracy• Have the ability to communicate and work with all staff, specifically in regards to the essential curriculum needed to support students• Help students develop independent learning skills and encourage self-management of their own learning