



ST MARY OF THE ANGELS SECONDARY COLLEGE, NATHALIA

LEARNING SUPPORT OFFICER

ROLE DESCRIPTION

The Learning Support staff provide assistance to students as directed by classroom teachers and the Learning Support Team Leader. They also assist with administration in regard to student files for NCCD data gathering.

Organisational Structure:

- Direct report to: The Learning Support Team Leader

Membership of:

- The Learning Support Team

Liase with:

- Deputy Principals
- Learning Support Team
- Pathways Team
- Classroom Teacher
- The Learning Advisors of students with additional needs
- Spark Team Leader
- Wellbeing Team

Strategic Responsibility:

- Support the Catholic ethos and Franciscan charism
- Build connectedness with the College Community
- Promote SWPBIS amongst staff and student
- Advocate and promote Aboriginal education in the wider College setting
- To understand and enact the child safe standards

Duties:

- Assisting student learning including provision of more individualised approaches and intervention strategies.
- Maintain confidentiality of all student information, including but not limited to diagnostic testing, Personal Learning Plans (PLP), family circumstances.
- Maintain confidentiality and professional relationships with all staff interactions.

- Assisting in identification of learning needs and evaluation of progress under supervision and direction of the classroom teacher, Learning Advisor and the Learning Support Team Leader.
 - Work with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum e.g. Read&Write and soundfield speaker systems.
 - Develop and promote wellbeing programs such as lunchtime activity groups (under guidance).
 - Undertaking administration regarding NCCD as required and as directed by the Learning Support Team Leader.
 - Other tasks related to provision of student support as directed by the Learning Support Team Leader.
 - Other duties as directed by the Principal.
- Attendance on school camps/excursions in consultation with Learning Support Team Leader.