



JOB DESCRIPTION

LEARNING SUPPORT OFFICER SECONDARY

1. PURPOSE OF THIS POSITION

The Learning Support Officer Secondary (LSO) is responsible for assisting in classroom activities, College routines and the care and management of students with additional needs.

2. REPORTING RELATIONSHIPS

- Report _____ Principal
- Direct Report _____ Head of Learning Support Secondary
- This position _____ Learning Support Officer Secondary
- Reporting relationships _____ Secondary Teachers
Learning Support Officers

3. RESPONSIBILITIES

Demonstrated commitment to

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements
- Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview
- Setting an example to students, staff and parents in matters of faith and conduct

Key Responsibilities

- Work with small groups of allocated students, completing literacy and numeracy work under the oversight of classroom teacher.
- Work with individual students and small groups of students, implementing prescribed educational support programs.
- Collect and document evidence of student progress within these programs.
- Support students with Additional Needs by implementing sections of Independent Education Plans (IEPs) that may include behaviour management programs under the guidance of the Head of Learning Support Primary. This may require supervision of students who are out of class due to additional needs.
- Assist in the provision of adjustments and differentiation for students with additional needs.
- Liaise with Head of Learning Support Primary and other staff as required.

Supervision and observations of students

- Supervise small groups of students and provision of individual assistance to students both within classroom and playground settings.
- Assist with playground supervision as required.
- Accompany Students with Additional Needs on excursions, carnivals, incursions.
- Conduct documented formal and informal observation of students, both in the classroom and playground settings, providing written or verbal feedback to teachers.
- Record written observations of students' behaviour, programs administered or academic work as required.

Administration

- Prepare resources including social stories and photocopying, as required by teaching staff, Primary Leadership and Head of Learning Support Primary.
- Attend professional development as directed.
- Attend official College functions, collegiate activities (staff meetings, prayer meetings etc)
- Attend College Compliance Information sessions and co-curricular activities as required.

4. AGREEMENT

This job description is intended to describe the general nature and responsibility of work in this job. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this job. This job should be read in conjunction with the employee’s current conditions of employment and the provisions of the NSW Christian Schools General Staff Multi-Enterprise Agreement 2020-2023.

Employees will also be required to follow any other job-related instructions and College policies, and to perform other job-related duties requested by the Line Manager (Head of Learning Support Primary) to support the College’s compliance with legislative obligations.

The Line Manager may, in consultation with the employee vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

This position will undergo an annual performance review.

By signing this job description, I agree that it accurately reflects my role.

Employee name _____ Signature _____ Date _____

Line Manager _____ Signature _____ Date _____

Principal _____ Signature _____ Date _____