



# Nagle College

## Bairnsdale

### Position Description

**Position:** Learning Support Officer  
**Reports to:** Director of Inclusive Practice  
**Classification** Education Support – Category B Level 2

#### Mission

##### **'A Faith Filled Learning Community, Striving for Excellence'**

In accordance with the College Mission Statement Nagle College is a dynamic and effective learning community that promotes creative teaching and learning through a challenging and relevant curriculum permeated by Catholic values and the pursuit of academic excellence.

Persons employed at Nagle College are expected to fully support the aims and objectives of a Catholic School and ensure that all aspects of their responsibility are in accord with the mission of the College as part of the Catholic Church.

#### Job Scope

The Learning Support Officer is primarily responsible for **assisting and supporting the teaching staff** in providing educational programs to students with special needs and other students in a variety of educational environments including the College's Technology, VCAL and VET learning areas.

The Learning Support Officer assists in providing physical, emotional and educational support to students with special needs

#### Responsibilities:

- Assist students with special needs and other students on an individual or group basis in specific learning areas or in withdrawal situations.
- Assist with the communication between relevant students and teachers particularly in class.
- Assist in the preparation of equipment and materials for classes as required.
- Liaise with teachers/staff in relation to learning activities for students with special needs.
- Assist students with special needs with mobility, where necessary to classrooms, in playgrounds, on excursions, etc. This need for assistance will vary according to the individual student's requirements.
- Assist the Special Education team to develop social interaction between students with special needs and their peers.
- Assist with supervision on excursions or other outdoor activities as directed.
- Attend appropriate professional development or training programs and relevant subject meetings.
- Participate in Parent Support Group meetings as required.
- Attend all morning staff meetings and participate in other staff/team meetings as directed.
- Carry out other duties as directed by the Principal from time to time.

## Commitment to Child Safety

- Be familiar with and comply with the College's child safe policy and code of conduct and any other policies or procedures relating to child safety
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Assist in the provision of a child safe environment for students

## General Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures
- Attend College meetings, Mass, and Personal Development days as directed
- Demonstrate professional and collegiate relationships with colleagues
- Any other duties as requested by the Principal

## Organisational Relationships

The Learning Support Officer position has a number of key internal and external relationships.

**Reports to:** Director of Inclusive Practice

**Supervises:** Nil

**Internal liaisons:** Students, Special Education team, teachers and non-teaching staff.

**External liaisons:** Parents

## Judgement and Decision Making

The Learning Support Officer position requires employees to exercise judgement to identify, select and apply the most appropriate available guidelines and procedures.

## Key Selection Criteria

- A sensitivity and understanding of the Catholic ethos as it relates to the Church's mission in education.
- Must hold or be willing to acquire a *Working with Children Check*, and, if required, undergo a *National Police Record Check*.
- Certificate III or IV in Education Support is desirable.
- Experience working in a similar role is advantageous.
- Demonstrated ability to handle confidential information appropriately.
- Exceptional interpersonal skills with the ability to relate to children, including those with a range of disabilities, and a genuine interest in supporting children and families with diverse needs.
- Good communication skills and the ability to work harmoniously with teachers and other team members.
- Sound literacy and numeracy skills.
- Ability to work independently and as part of a team, exercising sound judgment and flexibility.
- Proficient computer skills, particularly in Microsoft Office.
- Ability to follow instructions and manage time effectively.
- Experience with Synergetic, SIMON, or similar school database systems is required.
- First Aid certificate would be an advantage.



Nagle College – I have read and understand the Position Description.

Name: \_\_\_\_\_  
**(print name)**

Signature: \_\_\_\_\_

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_