



St Bede's
College

Role Description

Learning Support Officer

MENTONE/BENTLEIGH EAST CAMPUS

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are "*the lost, the least and the last*". Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Learning Support Officer is supportive of the Catholic and Lasallian character of the College and actively supports the Mission and Vision of the College. Learning Support Officers work in collaboration with teachers in providing a variety of evidence-based strategies to engage learners and cater for individual learning needs.

Attributes and Competencies

The Learning Support Officer is expected to exhibit the following qualities and competencies:

- A lively and practical support to the Catholic nature of the College.
- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- Loyalty and public support for the Leadership of the College.
- The ability to be a self-motivated and work both independently and within a team is essential.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community, including participation in different Lasallian Professional Learning activities that the College offers.
- Demonstrate sound communication skills, both verbal and written.
- Demonstrate proficiency in documentation and record-keeping
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.

Specific Duties

- 1) Work cooperatively with students, teachers, parents and other Learning Support Officers to support the learning needs of students
- 2) Monitor the specific aims and goals of students' learning plans in association with class/subject teachers and provide feedback to teachers on students' progress.
- 3) Support students in ways that promotes inclusion with peers.
- 4) Attend PSG Meetings and undertake administrative tasks, such as taking minutes and reporting to the group.
- 5) Have a clear understanding of the NCCD processes, disability categories and the adjustment levels, according to the NCCD Guidelines.
- 6) Maintain records of lessons attended or individual teaching sessions with students and any relevant information for the student's profile,
- 7) Attend professional development activities for further skills enhancement,
- 8) Attend appropriate Melbourne Archdiocese Catholic Schools meetings,
- 9) Be an advocate for students. Provide pastoral care and support during social/emotional difficulties and various incidents.
- 10) As a result of consultation with teachers and the Learning Diversity, professional contact will ensue with parents via email or telephone. Maintain records of contact in students' personal files.
- 11) Keep comprehensive LSO notes as evidence for NCCD student adjustment levels

The Learning Support Officer is, in the first instance, responsible to the Learning Diversity Leader and ultimately to the Deputy Principal Learning and Teaching.