



## Position Information Document

### Education Support Officer (ESO) Student Learning Support Officer

<b>NAME:</b>	
<b>POSITION TITLE:</b>	ESO – Student Learning Support Officer
<b>STREAM:</b>	Curriculum
<b>GRADE:</b>	Grade 3 Year 1
<b>EMPLOYMENT:</b>	Fixed Term
<b>HOURS PER WEEK:</b>	18 hours (3 days) per week <i>(with a 30 minute unpaid lunch break)</i>
<b>WEEKS PER YEAR:</b>	40 weeks
<b>FRACTION OF TIME:</b>	0.4 FTE
<b>COMMENCEMENT DATE:</b>	27 May 2024
<b>CONCLUDING DATE:</b>	23 May 2025

Employment conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced)

#### 1. BROAD PURPOSE

---

The Student Learning Support Officer works collaboratively with the Learning Support Team to provide support for students with learning needs and/or disabilities to engage in learning by receiving meaningful and equitable access to the curriculum. This will be at the direction of, and in negotiation with the Learning Support Team Leader. The Student Learning Support Officer will provide flexible support, prepare, develop, deliver, or present differentiated practical learning activities for students with additional needs, working closely with students, teachers and families.

The Student Learning Support Officer is required to support and contribute to the Catholic Identity, Mission and Vision of Our Lady of the Sacred Heart College. The non-teaching staff fulfil a vital role in supporting the successful operations of the College. All OLSH College ESO staff are expected to participate fully in the life of the College and to support activities, events, and functions.

They are to be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

## 2. REPORTING RELATIONSHIP

---

*(to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships in and outside the school)*

- Principal
- Business Manager

### Working Relationships

- Principal
- Business Manager
- College Leadership
- Learning Support Team Leader and Learning Support Team
- Flexible Learning Area Coordinator
- Teachers
- Students and their families
- Relevant outside organisations, professionals from time to time

## 3. KEY RESPONSIBILITIES

---

Receiving general supervision and instruction, the Student Learning Support Officer will support teaching staff with student learning activities. Duties/Responsibilities include, but are not limited to:

*Provide flexible learning support for students to be independent learners to achieve their individual optimal education outcomes.*

- Under general direction of the classroom teacher, support, and assist student learning by evaluating and discerning the educational program which may include scaffolding learning tasks.
- The provision of support for the students with additional needs in flexible delivery modes, including individual and group support in class and, upon agreement with the subject teacher and families, withdrawal for one-to-one support.
- Liaise with the Learning Support Team Leader and teachers regarding assistance with adjusted or modified programs and specific strategies for students.
- Support students or groups of students in accordance with student Personalised Plan for Learning (PPL or equivalent) both in classroom and with the Learning Support Team.
- Assist teachers with the adjustments and/or modification of assessment tasks, examinations and the like as requested for supported students.

*Nurture and contribute to building positive relationships through responsible behaviour, monitoring student health and wellbeing, attendance, academic achievement, and identifying students at risk.*

- Assist with identifying student learning/behaviour difficulties.
- Support students to utilise different tools and approaches to access their learning and self-regulate their behaviour.
- Support social and emotional guidance including assisting students under OLSH College's restorative approach.
- Provide pastoral care support for students in their development of personal responsibility.
- Accompany and assist with the care of students on excursions, incursions, whole school events such as Aquatics and Athletics Days, Feast Day Masses, overnight stays, and other like activities.

#### *Provide appropriate administrative support*

- Attend and contribute to meetings of teachers regarding student needs and abilities.
- Attend review meetings for supported students as required.
- Utilise SEQTA on an ongoing basis to record student progress.
- Report to the Learning Support Team Leader regarding students with learning needs.
- Liaise with relative personnel including Student Counsellor, Assistant to the Principal – Student Wellbeing, Student Wellbeing Co-ordinators, Flexible Learning Area Coordinator regarding student needs as required.
- Provide administrative support for the learning support team as required including creating, developing resources, assessment tasks appropriate to the learning needs of the students, photocopying, filing, set up and tidy up of activities as per teacher direction and as needed.
- Attend in-service sessions run by Catholic Education Office as required.

## **4. PROFESSIONAL RESPONSIBILITIES**

---

- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- A commitment to uphold and contribute to the charism of Our Lady of the Sacred Heart College.
- Always promote and speak well of Our Lady of the Sacred Heart College and its staff addressing any personal concerns with the Principal as required.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines, and procedures.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.
- Demonstrate high professional standards and present an appropriate image in line with the College's Staff Dress Code.

## **5. PROFESSIONAL SPECIFICATIONS**

---

### **Essential**

- Excellent oral and written communication skills.
- Excellent interpersonal skills including being approachable, warm, flexible, and fair when working with young people.
- Excellent supervisory skills.
- Highly developed observation and reporting skills.
- Ability to interact and work effectively with young people with additional learning needs in a positive, sensitive, and respectful manner.
- Ability to assist parents in a sensitive, supportive, and professional manner.
- Ability to build, develop, and foster relationships with students, parents, and staff whilst maintaining a high degree of integrity, confidentiality, sensitivity, and discernment.
- Ability to cope in an emergency or in challenging situations.
- Effective time management, organisational, and planning skills.
- Effective computer skills and knowledge of Microsoft suite and SEQTA.
- Work collaboratively and effectively with colleagues, demonstrating the capacity to engage, enable and inspire others.
- Able to be flexible, adaptable, and open to change to support the needs of a wide range of students and teachers.

- Perform any other duties as directed from time to time by the Principal, Business Manager and/or their delegate which are to be treated as priority.
- In the future, it may be necessary for the Principal and/or Business Manager to re-allocate the duties of Education Support Officers in the College, in which case you may be required to perform other duties than those specified in this Position Information Document.

#### **Desirable**

- Experience in a secondary girl's school setting.
- Experience or demonstrated competencies in working with young people and supporting students with learning needs.
- Knowledge of Catholic school procedures and protocols.
- Knowledge of and commitment to the principles of equal opportunity.

## **6. CHILD PROTECTION AWARENESS**

---

Our Lady of the Sacred Heart College assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Our Lady of the Sacred Heart College is committed to Child Protection and protective practices. This includes responsibility of the College's employees for Child Protection.

*Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care (RRHAN-EC)* training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

## **7. WORK HEALTH SAFETY & WELFARE**

---

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012. As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012.

## 8. SPECIFIC REQUIREMENTS

---

Acquire and maintain;

- Full SA Driver's Licence.
- Current First Aid for Schools and Centres.
- Approved 'Responding to Risks of Harm, Abuse & Neglect' (RRHAN-EC) training.
- Current Working with Children Check (WWCC) to work in Catholic Education SA.
- Salt learning modules (or equivalent), as issued by Catholic Education SA.
- Annual sign off is required for:
  - CESA Code of Conduct.
  - CESA Privacy Statement.
  - CESA ICT Acceptable Use Guidelines.
  - Protective Practices for Staff in their interactions with children and young people.

## 9. OTHER RELEVANT INFORMATION

---

The Position Information Document is a *guide only* and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

## 10. PERFORMANCE REVIEW

---

- The employee must undertake performance review on an annual basis.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate and conforms with the classification levels set out in the SA Catholic Schools Enterprise Agreement.

## EMPLOYEE ACCEPTANCE STATEMENT

---

I accept the above appointment as ESO – Student Learning Support Officer and confirm that I am fit and able to perform the requirements of the position.

SIGNED (Principal or Delegate) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

SIGNED: (Employee) \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

ROLE OF REVIEW DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

PERFORMANCE REVIEW DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_