Mary MacKillop Catholic Regional College

EDUCTION SUPPORT OFFICER
Learning Support/integration

CONTRACT: Fixed Term
Term 2 (10 weeks)
Commencing 10 April 2016

EMPLOYMENT TYPE: Part-time

HOURS: 8:30am – 3:30pm (6.5 hrs per day)

YEARS: 7 - 12

1. GENERAL
   - Work in a positive, supportive and respectful manner as part of the Learning Support Team.
   - Work with students who have a physical disability, chronic health issue, severe language disorder, social and/or emotional disorder, hearing impairment, behavioural management needs or a learning difficulty.
   - Show initiative and be flexible in a variety of situations willingly sharing expertise
   - Maintain confidentiality of student details to ensure the rights of the student are protected
   - Provide basic physical and emotional care for students ensuring their general wellbeing

2. Academic:
   - Work in association with the subject teacher to develop and adapt curriculum to make it relevant and achievable for students with disabilities and special learning needs.
   - Assist students on an individual/small group basis in specific learning areas in an inclusive setting or when students are withdrawn for extra assistance
   - Plan and prepare appropriate work or activities
   - Encourage independent learning and the development of organizational skills
   - Act as a clarifier and scribe for students as needed
   - Assist with modifying and differentiating programs for individual students

3. Communication and Safety:
   - Promote health and safety concepts and support students in practical classes
   - Assist in the development of appropriate social skills and fostering social interaction.
   - Assist students to communicate their needs and act as their advocate.
4. **Other:**

- Assist with review and reporting processes for individual students
- Assist with examination/test supervision of students
- Assist with special programs such as Launch, Expo, Activity Days, Living Skills Program and community initiatives
- Actively participate in excursions, camps, retreats as required
- Assist with maintaining and updating records of students and providing input for student profiles on the College Portal
- Work in collaboration with sub-school coordinators and attend PSG meetings as required
- Attend in-service training and Professional Development days relevant to role
- Assist with the transition process from primary to secondary with direct involvement in providing ‘Early Bird Days’
- Perform other duties as designated by the Principal or Learning Support Coordinator

5. **Organisational Relationships:**

The School Officer is responsible to the Business Manager through the Learning Support Coordinator.