



Education Support Staff - Learning Support Officer Position Description

Our Mission at Marymede Catholic College is to educate in partnership with parents, young people of courage, ingenuity, humility, commitment, strength, compassion, service and fidelity. This endeavour is possible only within a Christ centered community.

Role Responsibilities

The role responsibilities draw upon the *Victorian Catholic Education Multi-Employer Agreement (2013)*. The role revolves around a demonstrated commitment to professional knowledge, professional practice and professional engagement.

The Learning Support Officer is responsible to the Business Manager via the relevant Learning Enhancement Coordinators (P-4), (5-8) and (9-12).

Responsibilities include:

- To support funded integration students and assist their integration into mainstream classes.
- To assist with specific needs of students - toileting, scribing, extra discussion of concepts, assistance with computer, reading questions, note taking, etc.
- Modification of student work, preparation of revision sheets, modification of exams/tests.
To perform clerical tasks such as photocopying associated with modification of materials for Integration students.
To work in collaboration with class teachers.
- To work closely with special education teachers and any consultants or therapists who work with the integration students.
To provide pastoral support for students.
Parent liaison - to attend integration support group meetings and informal discussions with parents.
- To assist with record keeping and documentation associated with integration students.
- To assist, where appropriate, with transition planning for students moving out of secondary education.
- To attend Domain meetings.
- To attend excursions and camps.
- To attend whole school meetings when required.
- To attend the annual College Open Day.
- To fulfill the professional requirements of punctuality, professional attire and professional communication standards.

Health & Safety

All staff are expected to:

- Adhere to and implement safe work practices and procedures in accordance with Marymede Catholic College policies.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.
- Participate when required in the resolution of safety issues.

Other Specific Duties

As required by the Principal and as outlined in the *Certified Agreement VCMEA 2013*.