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| Position: | Learning Support Officer |
| Tenure: | Fixed Term |
| Hours: | 0.89 FTE  Monday 8.30am to 4.30pm  Tuesday 8.30am to 3.30pm  Wednesday 8:30am to 3:30pm  Thursday 8.30am to 3.30pm  Friday 8.30am to 3.30pm |
| Salary & Conditions: | Education Support Level 2 Category B  ES2-1 to ES2-8  The salary for this position will be determined in relation to requisite skills, qualifications  and experience. All conditions are as per the Catholic Multi Enterprise Agreement  (CEMEA) 2022, as varied or replaced from time to time. |
| Department: | Student Growth and Engagement Team |

**Organisational Context:**

Damascus College is a dynamic Christ-centred learning community, governed by The Diocese of Ballarat Catholic Education Limited (DOBCEL).  As Ballarat’s only Catholic co-educational secondary college, our innovative and progressive learning environment aspires to challenge students to contribute confidently to their global community. Damascus College is set in a beautiful 22-hectare bush setting, 7km from the Ballarat CBD. Students experience a diverse student-centred curriculum in a context where respectful relationships are nurtured and valued.

Damascus College takes an integrated and collaborative approach to building and strengthening a safe and respectful school community.

The strategic aspirations of Damascus College to **Be.My.Best. - Be.Your.Best. - Be.Our.Best** is designed to enable each Damascus community member to reach their potential and to make every individual an agent of their own future. It grows out of the rich Mercy and Diocesan traditions of the College and draws heavily on the story of ongoing conversion in the life of St Paul and the earliest Christian communities. It is a story of the hope and promise found in the Spirit. It is this story about being our best, which inspires our Strategic Plan.

**Position Objectives:**

Learning Support Officers work closely with members of the Student Growth and Engagement (SGE) team, Teacher Advisors and classroom teachers in implementing individualised targeted teaching and learning programs whilst meeting the legislative requirements of the Disability Discrimination Act (1992) and the 2018 Nationally Consistent Collection of Data Guidelines.

Under the direction of the SGE Leader and Coordinators, the Learning Support Officers provide support to increase student’s self-awareness and enhance appropriate expression of themselves by encouraging and assisting students who have experienced social, emotional, physical and learning difficulties, to participate as fully as possible in all aspects of the school curriculum. It is a position that will involve a variety of functions and will require a flexible approach to all the tasks required.

Learning Support Officers must actively support and promote the values inherent in a Catholic school in the Mercy Tradition and support the vision and mission of Damascus.

**Key Responsibilities:**

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| **Areas:** | **Activities:** |
| **Learning Support Duties** | * Support the Catholic Identity of Damascus College and assist young people to participate in the full experience of College life including prayer, liturgy and social justice activities individually or in a group * Support student learning under the direction and supervision of the teacher with individual and small groups of students both within and outside of the classroom to assist them with their educational and developmental program * Provide general assistance of a supportive nature to a teacher on a directed basis * Assist in the preparation of special teaching aides for use with these students; * Assist with collection, preparation and distribution of learning materials * When required, accompany these students on excursions, school camps and other out of school activities * Attend and contribute to Parent Support Group (PSG) and Teacher Advisor (TA) meetings for students with identified needs * Assist with the administrative tasks including funding submissions, PSG Agendas and minutes, Individual Learning Plans (ILPs) and other administrative and clerical tasks associated with students with identified needs * Support Teachers understanding of the specific learning needs of students in order to prepare appropriate ILPs * Keep succinct and informative reflections on student learning needs based on classroom and co-curricular activities and interactions * Provide basic physical, social and emotional care for students, e.g. toileting, meals and lifting * Attend and participate in LSO and staff meetings * Demonstrate professional and collegiate relationships with colleagues * Support other team members during busy periods and having an understanding of each other’s roles; effectively share information with other team members |
| **Other Duties** | * Support the ethos, values, and mission of Damascus College in the spirit of Catholic education, informed by the College’s Mercy and Diocesan heritage.      * Actively engage with the Annual Review planning tools and processes including the planning of annual professional development. * Perform any other duties commensurate with the incumbent’s skill and experience as required. |

**Organisational Relationships:**

**Reports to:** Student Growth and Engagement Leader through the Student Growth and Engagement Coordinators

**Internal liaisons:** Student Growth and Engagement Team, staff, students, and parents/carers.

**Memberships:** Student Growth and Engagement Team and Intervention Teams as required.

**Qualifications, Skills and Experience:**

**Essential:**

* Valid Working with Children Check (for Paid Employment).
* Valid National Police Check.

**Desirable:**

* Qualifications in Education Support either the completion of Certificate IV or a higher qualification in Education Support or the partial completion of a Bachelor of Education.
* Experience in a education setting working with young people.
* Current First Aid qualifications

**Key Selection Criteria:**

1. Demonstrated understanding of, and commitment to the ethos of Damascus College as a Catholic school in the Mercy tradition.
2. Genuine interest in supporting improved learning outcomes for young people
3. Ability to support the access and delivery of progressive and innovative education to young people
4. Excellent interpersonal and communication skills, including the ability to work both independently and collaboratively as a member of a small team.
5. Strong Information communication technology skills