



ROLE DESCRIPTION: SCHOOL OFFICER (LEARNING SUPPORT & ENRICHMENT)

1.0 POSITION TITLE: School Officer (Learning Support and Enrichment)

1.2 Hours - Term Time

2.0 PURPOSE / SCOPE OF POSITION:

The purpose of the role of the School Officer (Learning Support & Enrichment) is to assist Learning Support Teaching staff to create and maintain an organised, well-prepared and safe learning environment for students.

2.1 Collaborative Practices and Partnerships

The role holder works collaboratively and in partnership with others, both within and outside the College, in the execution and completion of duties and responsibilities.

2.2 Effectiveness and Efficiency

The role holder completes assigned tasks and duties effectively and efficiently in an appropriate and timely manner.

2.3 Commitment and Confidentiality

The role holder demonstrates commitment to the philosophy, ethos and aims of the College, giving due recognition to aspects of confidentiality relevant to roles and duties undertaken.

3.0 SPECIFIC DUTIES:

The position of School Officer (Learning Support & Enrichment) is primarily responsible for assisting students with learning difficulties on a one to one basis and working with small groups, and undertaking routine administrative tasks. The role requires an understanding of and ability to interpret Individual Education Programs, and the role holder is required to exercise some discretion and judgement in the completion of tasks.

A Duty Statement is developed & negotiated annually, in collaboration and partnership with Program Leader – Learning Enrichment. The statement makes clear the day-to-day expectations of the position, taking into consideration needs of the College each term, time allocation for the position and the key result areas.

4.0 ACTIVITIES UNDERTAKEN AND/OR DUTIES COMPLETED

Student Support

- Assisting students with fine and gross motor skills deficiencies
- Assisting teaching staff with student behaviour modification
- Scribing for students who need assistance with exams or who are unable to write due to a temporary physical impairment



- Assisting Teaching staff with Reading Recovery interventions
- Supervising student diagnostic testing
- Provide instruction to small groups of 4-5 students in LEC without direct teacher supervision
- Provide instruction under teacher supervision to student groups of 5-8 students
- Provide assistance to teaching staff with exam supervision
- Provide assistance to teaching staff with recess supervision of LEC area
- Work one on one with special needs students with an emphasis on ADHD and Asperger's Syndrome - high functioning disability areas
- Accompanying students to practical classes when necessary

General Learning Support & Enrichment Duties

- Correction and collation of student records
- Maintaining a detailed information on a daily basis in reference to special needs students
- Answer general telephone and face to face enquiries from parents and staff when necessary
- Maintaining resources including stock taking acquisition and cataloguing
- Setting up and maintenance of student folders, filing, printing and laminating when necessary
- Assist teaching staff with displays of student work and learning support materials
- Other duties that may be assigned by Learning Support Teaching staff

5.0 AUTHORITY LIMITS:

The position carries no inherent delegated authority regarding expenditure of funds or supervision of other role holders within the College. Expenditure of funds must be in accordance with approved budgets and appropriately authorised.

At all times, the School Officer (Learning Support & Enrichment) must act in accord with Villanova College Student Protection Policy. It is necessary that the role holder exercise judicious and prudent judgment in interactions with students.

6.0 REPORTING AND RELATIONSHIPS:

The School Officer (Learning Support & Enrichment) reports in the first instance to the Program Leader - Learning Enrichment and through the Program Leader to the Dean of Teaching & Learning.

7.0 SPECIAL REQUIREMENTS:

- Possess a Blue Card or apply for on acceptance of position in accordance with the requirements of the Commission for Children and Young People and Child Guardian Act 2000.