



Iona College Geelong

Role Description

Learning Support Officer

Context

Iona College is a new Co-educational Catholic College which opened in 2020 to serve the educational needs of students in the Geelong area. Current enrolments accommodate Year 7 - 9 students with a new Year level added each year. We will ultimately build a secondary school population upwards of 1400 students over the next ten years.

The employer is the Melbourne Archdiocese Catholic Schools (MACS) Ltd; and the location of employment will be at Iona College Geelong. Iona College Geelong invites suitably qualified and experienced individuals looking for an exciting career challenge by being part of the Learning Diversity Team.

The College vision incorporates the aspirational statement, '**Learning to Change the World**' as we shape and develop a robust learning program designed to engage and inspire. Iona College is not being built to replicate the educational options that already exist in the Geelong region; rather it is the chance to put into action the latest advancement in educational thinking that ensures that students are equipped for the demands of the future.

Further information can be found at: www.iona.vic.edu.au

The Iona College community is committed to the safety, wellbeing and protection of all children in our care

Position:	Learning Support Officer	
Remuneration Scale:	Level 2, Category B	
Full Time Equivalent:	0.79FTE	Monday to Friday 8:45AM-3:15PM
Reports to:	Learning Diversity Leader and Deputy Principal	

Position Summary-

The Learning Support Officer provides vital support to students that require extra assistance with their learning needs. Learning Support Officers provide critical support to teaching staff in facilitating specialised learning plans for students in the classroom.

Iona College responds to students with additional needs using the Response to Intervention (RtI) model which reflects best education practise and is consistent with the Disability Standards for Education (2005), the Nationally Consistent Collection of Data (NCCD) and The Disability Discrimination Act, 1992.

Statement of Duties-

- Under the supervision of the classroom teacher the LSO is responsible for supporting students who have additional needs and require adjustments
- Support teachers during classroom learning to assist students offering support to students while the teacher is engaged in teaching.
- Provision of personalised support, e.g., mobility or communication support
- Preparation of support materials
- Deliver and support learning material, to an individual student with needs, that has been modified or adjusted to a level of personal challenge for the individual student by the subject teacher - assisting students to complete tasks designed by the teacher.

Provide a caring environment, which promotes independence.

- Provide assistance for students requiring additional support with guidance from the Learning leaders and Head of Learning Diversity.
- Prepare and participate in relevant activities related to concepts that endeavour to assist students with their understanding of the curriculum.
- Maintain up-to-date information on all supported students
- Maintain high level communication with LSO coordinator, Learning Diversity Leaders, and Head of Learning Diversity.

Assist with social awareness / interaction and appropriate behaviours within the classroom environment;

- Maintain a high-level of awareness of the latest best teaching practices in the area of learning difficulties;
- Work in partnership with teachers to support student learning;
- Collect data as required by the Learning Diversity Leader for the National Consistent Collection of Data (NCCD)
- Attend Program Support Meetings (PSGs) as required
- Monitor and track LSO involvement in adjustments and modification of curriculum for students.

Personal Attributes:

- Support of the Vision and Mission of Iona College Geelong as a Catholic College;
- Loyalty, trustworthiness, dependability and reliability.
- Given the nature of the establishment of a new College - flexibility, patience and resilience will be key personal attributes particularly in stressful situations;
- Compassion, objectivity and clarity when handling difficult situations;
- High-level collaboration skills and accepting accountability when making decisions;
- Ability to seek support and clarification including when handling sensitive situations and information;
- Engage in ongoing relevant professional development; the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information;

- first aid competence demonstrating the skills and knowledge required to provide first response and sick bay support; the appropriate referrals to the offices of the Principal, Deputy Principal, Administration staff, members of the Leadership Team or other teaching or non-teaching staff.

Skills & Capabilities:

- Have a proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures particularly those associated with the establishment of a new College.
- The capacity to multi-task and pay close attention to detail in a timely and responsive manner.
- The capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary.
- Demonstrate well developed interpersonal and communication skills and the ability to liaise and communicate effectively with others.
- Willingness to undertake all roles associated with the management of the College with the knowledge that additional support will be provided as the College grows.
- Have the ability to work effectively as a team member.
- Demonstrate proficiency in the use of information and communication technologies, especially Microsoft Office system, database management and any online applications used at the College.
- Demonstrate a commitment to ongoing Professional Learning;
- Capacity to maintain professional relationships within the College community and with the wider community on behalf of the College where necessary
- Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion, and tact
- Knowledge and ability to use LMS system SIMON and Microsoft applications
- Ability to work autonomously

Background & Qualifications	Experience in an educational setting. Certificate III or IV Education Support (or equivalent) preferred
Other Requirements	Valid Working with Children Card Current First Aid Certificate
Contract and Conditions	Employment: Fixed term contract until end of the 2022 school year. Conditions: Entitlements under the Victorian Catholic Education Multi-Enterprise Agreement 2018

Authorised by: Deputy Principal

DATE: AUGUST 2022