

ROLE DESCRIPTION: Learning Support Officer (LSO)

LEARNING & TEACHING

- Work in collaboration and under the direction of, teaching staff, with a range of individual, and small groups
- Monitor whole class participation while classroom teachers are working with a focus group, or completing individual testing, etc.
- Assist students, in particular funded and special needs students, with breaks from the class, etc
- Support specialist teachers (PE, Art, etc) with children with special needs, or as directed by the specialist teacher
- Ensure note taking and documentation is completed in a timely and comprehensive manner and saved in the appropriate place

PROFESSIONALISM

- Develop and maintain positive relationships with staff, children and parents
- Attend LSO meetings / PD
- Attend PSGs/ Staff meetings if requested / invited, TIL can be negotiated with leadership
- Ensure visibility when working with a single child in line with Child safety guidelines
- Be prepared to work flexibly and provide support where it is most needed, under the direction of leadership

ADMINISTRATION

- Supervise medication, with administration staff, as required (following medication form signed by parent/guardian)
- Assist with cleaning and keeping classroom tidy
- Testing students as required
- Provide First Aid
- Complete staff room duties as rostered
- Yard / Library Duty as rostered

COMMITMENT TO CHILD SAFETY

- Experience working with children
- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Be a suitable person to engage in child-connected work
- Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check