



Securing Success...

ORANGE ANGLICAN GRAMMAR SCHOOL

Learning Support Officer

The Position

Orange Anglican Grammar School is committed to providing an education that is inclusive and that supports each student to achieve their potential. The School recognises that some students require additional assistance to do this. The role of Learning Support Officer (LSO): is to be assigned to classes to aid teaching staff to support individual students/groups and/or assigned particular students to run targeted intervention programmes under the direction of the Leader of Inclusive Learning.

Reports to

Leader of Inclusive Learning

Role Description

The LSO will work under the supervision and direction of the Leader of Inclusive Learning.

The LSO will assist the class/subject teacher with the implementation of the individual programme required by students with special needs and other students who require assistance. The LSO will support the subject teacher by sourcing and preparing material to be used by the student(s) during class or in one on one sessions. Use of technology to support the student's literacy and numeracy skill development will be important. The LSO will be required to attend lessons where the student(s) with special needs will require support regarding safety issues in practical classes.

The LSO will be required to be part of an intervention programme for identified students
Attendance at Learning Diversity meetings and input into the evaluation of Personal Learning Plans (PLPS) will be required.

It is always essential that the LSO maintain absolute confidentiality.

Duties as detailed but not limited to and may vary based on each individual need.

Child Safety

- Be familiar with and comply with the School's Child Protection Policy and Code of Conduct, and any other policies and procedures relating to child safety.
- Monitor and support student wellbeing and manage wellbeing issues in collaboration with the pastoral care team.
- Provide students with a child safe environment.

Student Support

- Understand student's background and relevant identified learning difficulties and assistance needed.
- Be familiar with a student's personal learning plan including the recommended adjustments.
- Work with the student/s under the direction of a teacher to support the implementation of learning goals.
- Source appropriate learning material via books, websites etc.
- Assist students with their personal organisation when required.
- Work with students on an individual basis when directed to ensure students are confident about the tasks they are to complete.
- Work individually and in small groups with students.

- Assist with assessment tasks, revision and tutoring of current topics.
- Assist and support the implementation of instructional programs.
- Assist with communication between students and teachers, particularly the interpretation of instructions.
- Participate in the monitoring and evaluation of programs and evaluation of individual student's achievements.
- In examination periods be available for supervision, clarification, or as a scribe as required.

Staff Support

- Work in partnership with teachers to support student learning and discuss strategies to be implemented.
- Source appropriate resources and materials to assist the student with special needs to engage in the subject.
- Give feedback to subject teachers and Learning Diversity Leader about student's progress and any adjustments that might have to be made to accommodate his/her learning needs.
- Assist with evaluating and adjusting personal learning plans for students with disabilities.
- Communicate to the teacher on student's performance on task, work habits, behaviour.
- Follow appropriate process to document student adjustment and intervention programmes as part of NCCD documentation.

General Work Skills Expectations

- A demonstrated interest in working with young people and an ability to relate to young people in a positive, respectful and supportive manner, upholding the values of pride, respect and responsibility.
- Demonstrated commitment to professional learning and growth.
- High level communication skills with a range of individuals and well-developed emotional intelligence.
- Strong interpersonal skills as this role requires one to work closely with teaching staff.
- Knowledge of educational and learning principles and styles.
- To be able to apply the necessary skills to proactively engage and enthuse students to try their best in all aspects of learning.
- Ability to utilise technology to support students learning, for example, audio books, E-reader, calculator, talk to text, specific learning programs etc.
- Ability to infuse the Christian ethos into teaching practice
- Willingness to complete further professional learning where appropriate around both disabilities and adjustments for students.

Health & Safety

- Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures
- Report all known or observed hazards to the WHS committee when observed.

Other Duties

- As directed by the Principal/Deputy and Leader of Inclusive Learning.

This position description is subject to change based on the School's requirements.

All appointments at Orange Anglican Grammar School are subject to Child Protection Legislation.

OAGS is a member of The Anglican Schools Corporation (TASC).