

JOB DESCRIPTION			
Title	Learning Support ESO	Career Group	ESO
		Immediate Responsible Officer	Learning Support Leader
Sub-school	Senior School	Executive Leader	Principal – Senior School

PURPOSE OF THE POSITION

The Learning Support ESO is accountable to the Learning Support Leader and contributes to the administrative and educational support of teaching and learning for all students, especially those with additional learning needs. A complex choice of actions may be required to work with the students. The Learning Support ESO works with the year levels designated by the Learning Support Leader and under the supervision of the classroom teacher.

ADDITIONAL REPORTING RELATIONSHIPS

The Learning Support ESO works with the Learning Support Team to provide support for students from Years 10 to 12. The Learning Support ESO will take instructions from and work collaboratively with the Learning Support Leader, the Principal and subject teachers.

A CHRISTIAN EXAMPLE

Each employee is required, in connection with their work, to behave in a manner consistent with the principles and beliefs and in accordance with the Christian ethos of the School, as contained and interpreted in the Vision, Mission, Core Purpose, Statement of Faith and Core Values. They provide a specifically Christian role model and example:

- to all students and families associated with the School, as well as others outside the School community;
- of a faith-filled and Christ-centered life;
- performing their role diligently and with a servant heart;
- showing that the body of Christ has many parts, and each part has a role to play that other parts are dependent upon, just as each employee is dependent upon others; and
- in their interactions with students, parents, other staff, contractors and visitors, employees will be sensitive to the needs and circumstances of others, showing grace and forgiveness, and always being prepared to speak or act as an example of a follower of Christ.

SUMMARY OF WORK REQUIREMENTS

1. The Learning Support ESO contributes to the provision of teaching and learning for students by:
 - a. Working in or out of class with groups of students or individuals;
 - b. Completing administrative tasks as directed by the Learning Support Leader and class teachers;
 - c. Using discretion and judgment involved in completing tasks;
 - d. Participating in professional development courses and other learning opportunities; and
 - e. Other duties as negotiated.

2. Contribute to the effectiveness of the Learning Support Team by:
 - a. Communicating relevant information about students to the Class teacher and Learning Support Team; and
 - b. Working collaboratively within the Team.
3. Contribute to Christian life of the School by:
 - a. Attending Learning Support meetings; and
 - b. Praying for the students.
4. Contribute to a safe and healthy workplace by:
 - a. Following WHS instructions and policies;
 - b. Reporting accidents and hazards;
 - c. Generally caring for their own safety and that of others, including volunteers, students and parents, that may possibly be affected by actions or inaction; and
 - d. Actively participating in rehabilitation and return-to-work programs.
5. Attend professional development and training required by the School, and actively seek opportunities to increase knowledge, experience and skills held.

ESSENTIAL CRITERIA

Attributes that must be held in order to perform the job to a satisfactory standard.

Qualifications, education and professional memberships

1. Certificate III in Education Support (or in the process of completing).
2. Current Working with Children Check.
3. Successful completion of Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC) Training or RAN-EC.

Abilities, aptitudes and skills

1. Ability to relate well to students and staff.
2. A high degree of flexibility.
3. Willingness to assist and be assisted by other workers in the team so that overall objectives across the team can be met.
4. Commitment to students with emotional, educational, physical or social difficulties, and their families, and a desire to achieve success both as a care provider and for the students supported.
5. Adequate level of computer competency and basic administrative procedures.
6. Maintain the confidentiality of information and protection of information according to privacy requirements.

Experience

Nil.

Knowledge

1. Good understanding of students with complex needs and what is required to support them.
2. Commitment to continuous improvement and learning innovation.

DESIRABLE CRITERIA

Attributes which are not essential to job performance, but which enhance or extend performance.

Qualifications, education and professional memberships

Nil

Abilities, aptitudes and skills

1. Patience and persistence.
2. An ability to adapt to sudden changes.
3. Flexibility.
4. Strong commitment to supporting students with disabilities and learning difficulties.

Experience

Nil.

Knowledge

1. A broad knowledge of disabilities and how to support them in the classroom.
2. Sound knowledge and experience in the use of various information technologies.

AGREEMENT

The requirements of this job description are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job description should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Immediate Responsible Manager and their Executive Leader to support the School's compliance with its legislative obligations. The Immediate Responsible Officer may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

By signing this job description, I agree that it accurately reflects my role.

EMPLOYEE:	<i>Date</i>
NAME:	
IMMEDIATE RESPONSIBLE OFFICER:	<i>Date</i>
NAME:	
EXECUTIVE LEADER:	<i>Date</i>
NAME:	