

# DUBBO CHRISTIAN SCHOOL

## POSITION DESCRIPTION

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### POSITION DETAILS

Position Title:	Specialist School Learning Support Officer (SLSO)
Department:	Learning Support
Date Updated :	23 November 2018
Reports to:	Secondary Learning Support Coordinator   Deputy Principal
Direct Reports	-

### OVERVIEW

	<p>The Specialist SLSO is an integral part of the School based team and works in partnership with, and under the direction of, relevant academic staff. Various factors will influence the specific responsibilities assigned to a SLSO, including the characteristics and personalities of specific academic staff and the student in their care. Under the direction and guidance of the Learning Support Coordinator, SLSO responsibilities may vary to enhance learning programs, but in all cases it is expected that a cooperative and collaborative team will be formed under the direction and guidance of the relevant teaching staff member.</p> <p>In general terms, the Specialist SLSO contributes to the provision of a quality educational service by assisting and supporting teachers with the preparation for lessons and enhancement of the learning process. This includes both the preparation of learning material for academic staff and also supporting students in class based activities.</p>
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### COMMUNICATION

Internal:	School Executive, teaching and non-teaching staff, students
External:	Parents, visitors

### CONFIDENTIALITY

	This position will require dealing with confidential information. A confidentiality agreement is required.
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### CHRISTIAN LEADERSHIP

	<p>The SLSO will:</p> <ul style="list-style-type: none"><li>• Openly affirm and practice the Christian faith</li><li>• Demonstrate a Christian approach when dealing with others</li><li>• Promote, support and promulgate the mission and core values of DCS</li><li>• Demonstrate a team oriented, collegial and collaborative approach to their work</li></ul>
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### KEY

### RESPONSIBILITIES

In all matters concerning their appointment, the SLSO will be responsible to the Principal or someone deputised to act by the Principal. For practical purposes these functions will be delegated to the Deputy Principal, via the Secondary Learning Support Coordinator, on a day to day basis.

The SLSO contributes to the following areas of responsibility:

#### **Duties in relation to Assigned Special Student (Primary Function)**

- Via involvement with assigned special needs student, facilitate developmentally appropriate social behaviour and skills while playing and talking;
- Assist teachers to implement, monitor and supervise assigned student learning experiences, both indoors and outdoors, and encourage students to work constructively and become engaged in the assigned task;
- Provide learning support and pastoral care for student;
- Prepare the learning environment, teaching materials and outdoor equipment for the daily activities required by the teacher;
- Provide constructive, positive and caring support for both the student and the teacher;
- Provide scheduled supervision of student eating at recess and lunch;
- Assist the student moving around the school grounds;
- Demonstrate a willingness to engage with further training in Augmented and Alternative Communication strategies;
- Interact with and provide daily communication notes;
- Supply relevant anecdotal/verbal observations about academic achievement and behaviour for informed decision making;
- Contribute to the welfare, health and safety of the student;
- Assist teaching staff with behaviour intervention strategies.

#### **Special Student's Specific Requirements**

- See enclosed information sheet.

#### **Administration Duties**

- Use their technical skills to operate appropriate office equipment, including photocopier, guillotine and laminator to prepare educational resources;
- Assist in the preparation and production of instructional materials;
- Assist in the arrival and departure of assigned child while travelling.
- Assist with the preparation and maintenance of the learning environment, which may include cleaning, maintaining equipment, materials and resources for use in classes, displays and demonstrations.

#### **Professional Engagement**

- Display a high level of professional conduct;
- Participate in relevant ongoing professional development in the areas of general class help, learning support special needs and gifted education and information technology skills relevant to the learning environment.

Some duties will need to be performed at times other than during the school day or when the student is in attendance, including on weekends. Duties may be varied by the school from time to time in accordance with the school's operational requirements.

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### Essential Skills and Experiences

#### Selection Criteria

- Demonstrated experience, skill and ability to fulfil the responsibilities as detailed in the Position Description.
- Ability to work in a team and maintain a positive and professional approach to students, co-workers and other members of the School community;
- Demonstrated proficiency and competence in the use of technology to enhance the educational outcome;
- Ability to contribute positively to the ethos and culture of Dubbo Christian School.
- Capacity and willingness to be familiar with, understand and comply with School policies and procedures
- High level of interpersonal and communication skills.

### Personal

#### Characteristics

- Personal agreement with the stated Vision, Mission and Philosophy of the School
- Demonstrated personal commitment to the Christian ethos and values of the School
- High level interpersonal skills and proven ability to work collaboratively in a team
- Excellent technical competence and skills
- Positive and flexible attitude
- Enthusiasm and energy
- Self-motivation
- Commitment to achieving best practice
- The ability to be discreet and maintain confidentiality
- Well -developed skills of time management and organization

### Hours of Duty

Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

*'Whatever you do, work at it with all your heart as working for the Lord, not men'*  
*Col 3:23*