

DUBBO CHRISTIAN SCHOOL

POSITION DESCRIPTION



POSITION DETAILS

Position Title:	Student Learning Support Officer (SLSO)
Department:	Learning Support
Date Established:	N/A
Date Updated :	22 January 2021
Reports to:	Learning Support Coordinator (Primary or Secondary) Deputy Principal

Primary Purpose

To contribute to the delivery of a quality education by assisting and supporting teachers with the preparation for lessons and enhancement of the learning process. This includes both assisting in the preparation of learning materials for academic staff and also supporting students in class based activities

Essential Criteria

- Ability to work in a team and maintain a positive and professional approach to students, co-workers and other members of the School community
- Proficiency and competence in the use of technology to enhance educational outcomes
- High level of interpersonal and communication skills
- Passion for and commitment to students learning and wellbeing
- Capacity and willingness to be familiar with, understand and comply with School policies and procedures
- Valid Working with Children Check

Desirable Criteria

- Relevant learning support qualifications
- Previous or current experience as an SLSO or related role in schools

Personal Attributes

- A committed Christian and active member of a church
 - A commitment to the school's Vision, Mission and Christian perspective
 - Willingness to contribute to the wider life of the school
 - Demonstrates a Christian approach when dealing with others
 - Commitment to the school's Child Safe Standards
 - Demonstrated resilience and use of initiative
 - Ability to remain calm in stressful situations
 - Ability to exercise discretion and maintain confidentiality
 - Positive and flexible attitude
 - Enthusiasm and energy
 - Self-motivation
 - Commitment to achieving best practice
 - Well -developed skills of time management and organization
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Key Responsibilities

Duties in relation to Students (Primary Function)

- Facilitate developmentally appropriate social behaviour and skills with students
- Assist teachers to implement, monitor and supervise 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 students, including those with special needs and/or learning difficulties/disabilities and those who are gifted and talented
- 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 students and the teacher
- Supply relevant anecdotal/verbal observations about academic achievement and behaviour for informed decision making
- Contribute to the welfare, health and safety of students
- Assist teaching staff with behaviour intervention strategies

Working with children with Special Needs

- Provide educational supervision and instruction (under the direction of the respective Learning Support Coordinator or other Learning Support staff) to small groups of students. This may include behaviour modification, preparation and implementation of literacy and numeracy activities
- Implement adaptations to regular classroom lesson plans developed by teaching staff
- Use appropriate adaptive technologies that will assist student with special needs, including hearing aids, computer software or vision magnifiers
- Assist students with exams and assessment tasks.

Administration Duties

- Use 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 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

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