



**POSITION DETAILS**

Position Title:	Specialist Student Learning Support Officer (SLSO)
Department:	Learning Support
Date Updated :	01 December 2021
Reports to:	Learning Support Coordinator (Primary or Secondary)

**Primary Purpose**

A Specialist SLSO is to contribute to the delivery of a quality education to his/her assigned student by assisting and supporting teachers with the preparation for lessons and enhancement of the student’s learning process. This includes enacting respective elements of the student’s Individual Education Plan (IEP), supporting his/her student in class-based activities and assisting in the preparation of learning materials for academic staff.

**Essential Criteria**

- A passion for and commitment to student learning and wellbeing
- An 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 and maintain accurate student observations and record keeping
- A high level of interpersonal and communication skills
- Capacity and willingness to be familiar with, understand and comply with School policies and procedures

**Desirable Criteria**

- First Aid qualification
- 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
  - Commitment to the school’s Vision, Mission and Christian perspective
  - Willingness to contribute to the broader life of the school
  - Demonstrates a Christian approach when dealing with others
  - Well-developed written, oral and organisational skills
  - An ability to work effectively as a team member
  - A commitment to the school’s Child Safe Standards
  - Demonstrated resilience and use of initiative
  - Ability to remain calm and courteous in stressful situations
  - A commitment to ongoing personal professional development and best practice
  - The ability to be discreet and maintain confidentiality
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## POSITION DESCRIPTION

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### Key Responsibilities

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

- Provide individual learning support and pastoral care for student
- Facilitate developmentally appropriate social behaviour and skills with the student
- Assist teachers to implement, monitor and supervise student learning experiences, both indoors and outdoors, and encourage the student to work constructively and become engaged in assigned tasks
- 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 and transitioning between classes if required
- Demonstrate a willingness to engage with further training in Augmented and Alternative Communication strategies
- Interact with and provide daily communication notes with parents as required
- Maintain regular and consistent anecdotal/verbal observations updating 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
- Liaise with the Secondary Learning Support Coordinator and School Psychologist as required.

#### Assigned Student's Specific Requirements

- Adhere to his/her student's IEP and additional student information (provided on acceptance of position)

#### Administration Duties

- Assist in the collection and digital storage of student work samples for NCCD purposes as required
- 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 in the arrival and departure of assigned student 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

### 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