



## **SPECIALIST STUDENT LEARNING SUPPORT OFFICER (SLSO) FULL-TIME**

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Employment package  
October 2024

[dubbocs.edu.au](http://dubbocs.edu.au)



# WELCOME

**Dubbo Christian School is a non-denominational, co-educational Christian day school established in 1983. It was set up by a group of parents from various churches who desired Christian education for their children. It started with 44 students and has steadily grown to its current size of about 640 students from Kindergarten to Year 12. Dubbo Christian School is a Child Safe School.**

Dubbo Christian School's mission is to provide authentic, responsive and high-quality education that is Bible based and Christ-centred to prepare, equip and transform lives. Our school motto is "Learning in Truth" which emphasises that all learning is subject to the Lordship of Christ.


All that we do must be done in the context of the truth contained in God's Word and teachers are encouraged and challenged to contend with this notion and work towards truly faithful, Biblical programs and lessons. This is implemented by the "Transformation by Design" and "DCS Teaching and Learning" Framework.

The successful applicant will be required to work with the teaching and learning team to implement these frameworks in the secondary school.

Dubbo Christian School is a Christian Education National (CEN) school. This means it is committed to a parent-controlled governance model and the values of strong partnerships in the delivery of a transforming and Biblically authentic approach to education.

The heart of Dubbo Christian School is found in partnership that is built on strong relationships between all the stakeholders in our community – the staff, the students, our parents, churches and the wider community. We aim to be an authentic learning community engaged in developing and nurturing students so that they are able to identify and develop their God given potential in all facets of their life.

Dubbo Christian School is seeking a full-time Specialist Student Learning Support Officer (SLSO), to join our Learning Support Department, contributing to our culture and academic emphasis.



*"Students are nurtured and challenged throughout their schooling to prepare them to confidently take their place in the world".*



Dubbo Christian School is governed by an overarching company, Berakah Christian Education Ltd. (BCE). BCE operates Dubbo Christian School, Wellington Christian School (WCS) and Dubbo Christian Preschool (DCP). The BCE vision is "In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ".

The Board embraces its responsibility of governing the BCE Schools, and in particular, ensuring that the strategic direction and operations of each School align with the BCE vision and the respective School missions. A key Board priority is confirming that School operations are grounded in the principles outlined in the BCE Statement of Faith and Educational Charter and that the organisation as a whole protects and maintains its Christian distinctiveness.



## OUR VISION

**In partnership, to equip students with a distinctive and responsive education, to be transformational with a heart for Christ.**



## OUR MISSION

**To provide authentic, responsive and high-quality education that is Bible based and Christ-centred to prepare, equip and transform lives.**



# ABOUT DUBBO

**Dubbo is a flourishing regional city set in the heart of the Central West of New South Wales. Serving as a hub for major road and rail transport across New South Wales, Dubbo's population currently sits at over 55,000, and services a catchment of approximately 120,000 people in surrounding areas. The city's combination of beautiful rural landscapes, open spaces and urban amenities attracts both individuals and families to this region.**

Dubbo's Real Estate market is both varied and affordable, making it an ideal location for people wanting to leave the expense and commute times of larger cities. With good sporting, entertainment and recreational centres, Dubbo offers much toward a busy and active lifestyle for the whole family.

Dubbo provides excellent opportunities in education with over 20 private and public schools, and the Dubbo TAFE campus. It is also home to one of the four main campuses of Charles Sturt University. The Dubbo Base Hospital is also a teaching hospital and is affiliated with the University of Sydney's School of Rural Medicine.

Situated on the Macquarie River, Dubbo's region is home to many unique attractions, such as the Taronga Western Plains Zoo, Dundullimal Homestead, the Wellington Caves, and many more. Dubbo's Regional Airport connects with Sydney, Newcastle, Brisbane, Melbourne, and other regional airports, giving residents direct access to both city and country destinations.

Dubbo is located in a warm temperate climate zone. Summers are warm to hot, and winters are cool to cold. The town's location allows a large temperature variation during the year, with high summer temperatures, sometimes peaking above 40 °C, and colder sub-zero temperatures in winter.



**26,650**

LOCAL JOBS



**\$530,000**

MEDIAN DUBBO HOUSE PRICE



**150+**

AREAS FOR RECREATION

# DUBBO CHRISTIAN SCHOOL PRIMARY

Dubbo Christian School Primary currently has approximately 285 students in Years K-6. Our Primary is growing in number and diversity but is a close community built around key messages of “Kind Words, Kind Actions” and “We’re all in this together”. Our students love to learn and they love to serve. We have made significant improvements in literacy and numeracy in recent years through clear Explicit Direct Instruction pedagogy and targeted programs.

It is anticipated that K-6 enrolments will continue to grow as a result of the growth of Dubbo as a city as well as the provision of expanded facilities. Teachers in the Primary school are guided in their practice by “[Teaching and Learning at DCS](#)”, a resource developed by the school which outlines our vision for teachers to deliver Christ-centred, Bible-based curriculum, create God-centred classrooms and contribute to building Christian community.

The current Primary leadership structure includes a Head of Primary, Assistant Head of Primary and Stage Leads. Educational outcomes in Primary are supported by the Learning Support Coordinator - Primary, the BCE Director of Teaching and Learning Enhancement and the DCS Teacher Mentor.



## SUCCESSFUL APPLICANT REQUIREMENTS

- 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



## POSITION DESCRIPTION

POSITION TITLE	Specialist Student Learning Support Officer (SLSO)
DEPARTMENT	Primary
REPORTS TO	Principal

## 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
- Previous or current experience an ATSI LO, SLSO or related role in schools or the wider community
- Hold Cert III in School Based Education Support or willingness to complete qualifications within two years of employment commencement.

## 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
- 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 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

## **OTHER**

- Carry out other duties as directed by the Principal or Learning Support Coordinator from time to time.

## **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.

## **KEY RESPONSIBILITIES**

In all matters concerning your appointment, you will be responsible to the principal or someone deputised to act by the principal. For practical purposes these functions will be delegated to the Learning Support Co-ordinator on a day-to-day basis. The Specialist SLSO contributes to the following areas of responsibility:

### **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 or pertinent to the individual needs of the student/s
- Interact with and provide daily communication notes with parents as required



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





# APPLICATION PROCESS

Applications for the full-time position of Specialist Student Learning Support Officer at Dubbo Christian School should be made through the submission of an [Application Form \(Support Staff\)](#) (found on the DCS website under [Employment](#)).

Applications should be emailed to: [hr@dubbocs.edu.au](mailto:hr@dubbocs.edu.au)



## SELECTION TIMELINE

Applications close on **Wednesday 13 November 2024**.



A shortlist will be prepared and shortlisted candidates will be notified before **15 November 2024**.



It is expected that interviews will commence in late November.



It is intended that the successful applicant commence employment on 20 January 2025 or earlier by negotiation.





## For more information

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If you are interested in finding out more about Dubbo Christian School, or would like to take the opportunity for a school tour, please do not hesitate to contact us or drop in to visit.

**Phone** (02) 6882 0044

**Email** [principal@dubbocs.edu.au](mailto:principal@dubbocs.edu.au)

**Address** 141 Sheraton Road, Dubbo, NSW 2830

