



Learning Support Officer (LSO)

Position Description	
Reporting line	Head of Learning Diversity and Inclusion (LDI) Work under the direction of the classroom teacher and Deputy Heads of Senior School
Campus	Senior School
Direct reports	Nil
Committee Membership	Nil
Contract	Part time Fixed Term
Conditions of employment	Kardinia International College Enterprise Agreement School Officer Level 2 Category B

About us
<p>Kardinia International College is a K-12 non-denominational independent school located in Geelong, Victoria, Australia. With a student enrolment of approximately 2000, our College offers the IB Primary Years Programme (IB PYP) to students in Years K-6, a vertical curriculum-based Years 7-10 and both the IB Diploma Programme (IBDP) and the Victorian Certificate of Education (VCE) to students in Years 11 and 12.</p> <p>At Kardinia International College, 'Wisdom leads to Respect and Friendship' isn't simply a saying. It is a living motto; one that inspires members of the College community to act in ways that promote peace and harmony in the world.</p> <p>The College began on 3 February 1996 with 31 Senior School students and 42 Kindergarten children, growing to over 1,400 students in its first seven years. The College population has now stabilised and is maintained at around 2,000 students. The total student population is comprised of approximately 130 kindergarten, 490 primary and 1,400 secondary students.</p> <p>While students live predominantly in Geelong and its' surrounds, students attend the College from Western Melbourne, Colac, the Bellarine Peninsula, the Surf Coast and nearby regional centres. The student population also includes approximately 50 overseas students from countries including China, Korea, Japan, Hong Kong, Vietnam, Malaysia, and Singapore.</p>

Role Summary
<p>The Learning Support Officer (LSO) supports the student organise, plan his/her work schedule in the class and for their homework, revision and general study.</p> <p>The LSO monitors the student's ability to complete work set and to understand the concepts and ideas presented.</p> <p>The LSO can act as a scribe and clarifier for the student. Under no circumstances will an LSO complete work on a student's behalf.</p>

In the Senior School, the LSO may work in the following capacities:

- With students who have a cognitive, sensory, physical or emotional disability.
- With students who have a learning difficulty.
- With individual students or in small groups.

In working with students, the LSO is required to:

- Encourage and support students to be as independent as possible.
- Establish a positive relationship with students.
- Work with students in an inclusive manner in accordance with the Senior School Student Support Policy.

Key Responsibilities and Duties

1. Learning Support Officer

- Attending classes as per the timetable provided.
- Under instruction from the teacher, assisting students by:
 - Re-enforcing new concepts.
 - Using alternative instructional methods more suitable to the student's learning strengths.
 - Reading instructions.
 - Note-taking.
 - Giving explanations.
 - Assisting during assessments.
 - Adapting work to make it suitable.
- Assisting students to be organised for learning.
- Observing student learning and provide feedback to the teacher.
- Attend camps (optional) and excursions.
- In conjunction with the Deputy Head of Senior School – Pastoral Care and classroom teacher, monitor the specific aims and goals of students' individual learning plans.
- Administrative tasks.
- Other duties as directed by the Head of LDI, Deputy Head of Senior School, Head of Senior School or Principal.

2. Communication

- As far as possible, students will be encouraged to communicate directly with their subject teachers about all aspects of their school life, rather than using the LSO as a medium.
- The LSO will listen to all direction and instructions given by the teacher and encourage the student to do the same.
- The class teacher and the LSO will confer regularly and frequently in relation to the student's ability level and progress.
- The LSO may be required to communicate his/her assessment of a student's progress directly to the relevant Head of House/Deputy Head of Senior School – Pastoral Care, or parents during a Student Support Group (SSG) meeting.

3. Boundaries of the role

- The LSO is not responsible for planning programs or assessing student outcomes.
- The management of the class is the sole responsibility of the teacher.
- All actions relating to the management and discipline of students undertaken by the LSO, must be under the direction of the classroom teacher.
- The LSO must not replace role of a class teacher (i.e. classes cannot be left in their care).

Competencies and Capabilities

All staff are expected to actively support competencies that align to the College's Four Cornerstones:

- Living the College Motto (Wisdom leads to Respect and Friendship)
- International Mindedness
- Individuals as Life-Long Learners
- Technological Advancement and Innovation

Organisational

- Complies with all relevant legislation, reasonable instructions, policies and procedures.
- Effective planning and development skills, including the ability to prioritise workload and manage competing demands.
- Sound problem solving skills and demonstrated attention to detail.
- Ability to work under pressure to meet deadlines.
- A proactive approach demonstrating personal initiative and adaptability to meet the demands of the position.
- Attends staff meetings and staff professional development.
- Completes compulsory/compliance training within timeframes provided.

People and Teams

- Ability to work autonomously and operate as a resourceful team member in a collaborative, inclusive manner.
- Demonstrated ability to lead initiatives and communicate effectively with a variety of audiences.
- Excellent written and verbal communication skills, builds rapport well, is an active listener with the ability to gain support from colleagues.
- Capacity to operate with discretion, respect, trust and judgement while also maintaining confidentiality.
- Positively influences, negotiates and resolves conflict with respect and integrity.
- Builds constructive and effective relationships.
- Stays composed under pressure and handles stress well.

Technical Excellence

- Strong commitment to training and professional development. Develops workplace knowledge and expertise through continual professional development and shares expertise and knowledge with others.
- Sound IT literacy including Microsoft Outlook.

Child Safety

Kardinia actively promotes the safety and wellbeing of students. Employees must demonstrate a commitment to protecting students from physical or psychological abuse or harm in the school environment. To ensure the safety and best interests of all students, the needs of with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds, and those with a disability, are taken into account.

Employees must:

- Demonstrate an understanding of Victoria's 11 Child Safety Standards.
- Demonstrate understanding of appropriate behaviour when engaging with children.
- Be familiar with legal obligations relating to child safety, including mandatory reporting and other obligations.
- Be a suitable person to engage in child-connected work.
- Provide students with a child-safe environment.

Child Safety continued	<ul style="list-style-type: none"> • Comply with the College’s Commitment to Child Safety, College Student Wellbeing (Child Safe) policy, Safeguarding Children and Young People - code of conduct, and any other policies or procedures relating to child safety. • Maintain currency of Child Safe training. • Maintain valid VIT registration or Working with Children Check status for an employee. • Demonstrate a duty of care to students in relation to their physical and mental wellbeing. • Report to the Principal any criminal charges or convictions received during the course of employment that may indicate a possible risk to students, including prior to employment.
Positive Duty	<p>Kardinia is committed to the safety and wellbeing of employees, aiming to prevent workplace sex discrimination, sexual harassment, victimisation and other unlawful behaviour. Kardinia promotes equality and will take steps to prevent unlawful conduct. Employees must be proactive in their positive duty and take meaningful action to prevent unlawful conduct.</p>
Work Health and Safety	<p>Kardinia is committed to providing a work environment that is safe and free of risks to health, as far as reasonably practicable.</p> <p>To achieve this, all employees must:</p> <ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring. • Promote and implement occupational health and safety and risk mitigation processes within the College. • Comply with Safe Work Procedures. • Use appropriate Personal Protective Equipment (PPE) as required. • Periodically update the Director of People and Culture about any medical condition they have that: <ul style="list-style-type: none"> ○ Is life threatening or may require Emergency Services to be called. ○ Could impact on their ability to perform their duties. • Complete occupational health and safety training courses as required and participate in compliance briefings or inductions as directed. • Be prepared to undertake training and assist with emergency evacuation procedures where required. • Not ‘intentionally or recklessly interfere with or misuse’ anything provided at the workplace to support health, safety and welfare. • Work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues. • Undertake all work activities in a manner that ensures the workplace is free from harassment (including sexual harassment), bullying and discrimination and supports workplace diversity.

Key Selection Criteria

Mandatory

- Minimum Certificate III in Education Support or equivalent.
- Demonstrated knowledge and experience in working with children in an educational setting.
- Substantial relevant experience that demonstrates the above Competencies and Capabilities.
- High level of interpersonal and communication skills.
- Willingness to undergo a National Criminal Records check.

Privacy Statement

When making an application for this position, you are consenting to the collection, use, storage and destruction of personal information, including details of your referees. This information will assist us to select the best applicant for the vacant position. At all times during the recruitment and selection process, personal data will be treated in a highly confidential manner.

Documents will only be available to members of the selection committee for the purposes of selecting the best person for the position. All unsuccessful applicants' documentation will be destroyed 12 months after the end of the recruitment process. Please do not send originals of documentation with your application, as they will be destroyed. Successful applicant details become employment-related information and will be placed on the applicant's personal file. Kardinia International College may release this personal information to third parties such as the superannuation providers, Victorian WorkCover and Centrelink for employment related purposes.

Disclaimer

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. The aspects mentioned above may be altered in accordance with the changing requirements of the role. Changes to position description will be consistent with the purpose for which the position was established.