



Role Description

Title:	School Officer: Assisting Student Learning	School Location:	Stanthorpe
Reports to:	Principal	Classification:	School Officer Level 2
School Name:	St Joseph's School	Tenure:	Term time, Fixed term

1.0 Purpose

The School Officer: Assisting Student Learning provides support to classroom teachers in preparing learning materials and the delivery of teaching activities. Under teacher direction, the School Officer: Assisting Student Learning provides support to help students to achieve planned learning. The School Officer: Assisting Student Learning assists staff in an administrative capacity and undertakes other duties as directed.

The School Officer: Assisting Student Learning assists the teacher in the functional responsibilities as outlined in the School Officers award at the appropriate level. The role holder is required to maintain up-to-date professional skills and knowledge.

2.0 Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- current '**working with children check**' positive notice Blue card issued by the Department of Justice and Attorney-General
- understanding and empathy for students with special needs.
- ability to work effectively as a team member and closely with learning support and classroom teachers.
- excellent organisational skills and ability to use initiative in planning tasks.
- well-developed interpersonal and written communication skills.
- demonstrated experience working with the Microsoft suite of products.
- current First Aid Certificate.

Desirable

- possess a Certificate III in Education Support or Certificate IV in School Officer: Assisting Student Learning Studies, and/or previous experience working in a similar role in a school classroom.

3.0 Key result areas

- 3.1 assist student learning either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved
- 3.2 under direct supervision of a higher-level officer or members of the academic staff prepare and clear away materials for display/use in the classroom
- 3.3 perform within well-established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding and cutting
- 3.4 under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs

3.5 support students in relation to their physical needs

3.6 the role holder has need to communicate with and to receive communication from both individuals and groups both internal and external to the school

3.7 the role holder fulfils a demanding role. Qualities of initiative, maturity, confidentiality, loyalty and commitment are essential. The role holder must manage time well, be self-motivated and not be deterred by pressure, acting always with equanimity in the most trying of circumstances

3.8 contributes to and promotes the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS)

3.9 complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations

4.0 Statement of responsibility

While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers

5.0 Statement of duties

The information detailed above is an accurate reflection of this role. Attached to this role description is a **duties statement** that covers a selection of activities in which the incumbent might engage. The list is neither prescriptive nor exhaustive.

Duties Statement

School Officer Assisting Student Learning

- 3.1 Assist student learning, either individually or in groups, under the direct supervision of an academic staff member where limited discretion and judgement are involved.**
- Working with students on specialised programs as directed by the teacher.
 - Implement appropriate Behaviour Management strategies.
 - In consultation with the classroom teacher, design and set up daily programs.
 - Providing specific literacy and numeracy support to students.
- 3.2 Under direct supervision of a higher-level officer or members of the academic staff prepare and clear away materials for display/use in the classroom.**
- Assisting the teacher to prepare for lessons by preparing materials or setting up equipment for students.
 - Preparing work samples.
 - Securing and charging digital resources.
 - Cleaning/Washing used resources.
- 3.3 Perform within well-established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding and cutting.**
- Administrative support tasks as directed by the teacher.
 - Copying and collating weekly activities.
- 3.4 Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.**
- Support students, individually or in small groups, to engage in academic tasks as directed by the teacher.
 - Preparing digital resources (iPads) for students' use.
- 3.5 Support students in relation to their physical needs.**
- In consultation with teaching staff, modify work tasks for students with individual needs.
 - Provide basic first aid for non-urgent medical issues.
 - Assist students with the changing of clothes that have been wet/soiled and ensuring the comfort of the student.
- 3.6 The role holder has need to communicate with and to receive communication from both individuals and groups both internal and external to the school.**
- Participate in parent meeting when requested by the classroom teacher.
 - Provide feedback to teachers regarding student participation in learning activities.
- 3.7 The role holder fulfils a demanding role. Qualities of initiative, maturity, confidentiality, loyalty and commitment are essential. The role holder must manage time well, be self-motivated and not be deterred by pressure, acting always with equanimity in the most trying of circumstances.**
- 3.8 Contributes to and promotes the development, alignment, attainment and review of the strategic goals for the Diocese of Toowoomba Catholic Schools (TCS).**
- Contributing as a member of the School to achieve the strategies set out in the TCS Strategic Plan;
 - Attending Leadership Development as appropriate;
 - Documents and reports on the progress of initiatives in the TCS Strategic Plan as required.
- 3.9 Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.**