



Role Description

Title:	School Officer: Assisting Student Learning	Location:	Toowoomba
Reports to:	Principal	Classification:	School Officer Level 2
School:	St Mary's College	Tenure:	Fixed term, Term time

1. Purpose

The School Officer: Assisting Student Learning (SO:ASL) assists with developmentally appropriate student learning, either individually or in groups, under the direct supervision of an academic staff member.

2. Experience and qualifications

Essential

- empathy with the values and ethos of the Catholic faith
- empathy with students with special needs
- experience in the use of Microsoft Office suite
- effective communication and relationship building skills
- the ability to work effectively as a team member and to work closely with learning support and classroom teachers
- excellent organisational skills and the ability to complete tasks as directed
- effective interpersonal and written communication skills
- a current blue card for working with children issued by Blue Card Services, or the willingness and ability to obtain one prior to commencement

Desirable

- 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
- a current First Aid certificate

3. Key result areas

- 3.1 under direct and/or routine supervision, assist teachers and other staff members with preparing, implementing, and supervising learning programs to support classroom learning experiences
- 3.2 assist with resources that support classroom learning experiences
- 3.3 support students in relation to their physical needs
- 3.4 act and communicate with discretion, confidentiality, and professionalism
- 3.5 collaborate and communicate with others to ensure high professional standards are met

- 3.6 contribute and promote the development, alignment, attainment, and review of the School or College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)
- 3.7 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. Statement of responsibility

While at work the role holder must

- take reasonable care for their own health and safety
- take reasonable care that their 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. 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 (Level 2)

3.1 Under direct and/or routine supervision, assist teachers and other staff members with preparing, implementing, and supervising learning programs to support classroom learning experiences

- support students, individually or in small groups, to engage in academic tasks and specialised programs, as directed by the teacher
- under direct and/or routine supervision of the classroom teacher, set up daily programs
- under direct and/or routine supervision of the classroom teacher, provide specific literacy and numeracy support to students
- implement appropriate behaviour management strategies, as directed by the classroom teacher

3.2 Assist with resources that support classroom learning experiences

- complete tasks as directed, including assisting with the mass production of printed materials (eg collating, stapling, binding, folding, cutting etc), within well-established routines
- under the direct supervision of a higher-level officer or member of the academic staff, assist the teacher to prepare for lessons by preparing work samples and materials; setting up equipment for students; clearing away and cleaning used resources and materials
- prepare, secure and charge digital resources (eg iPads) for students' use

3.3 Support students in relation to their physical needs

- under the direction of 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 to ensure the comfort of the student

3.4 Act and communicate with discretion, confidentiality, and professionalism

- maintain confidentiality of information at all times
- manage own time and student activities effectively in a busy work environment
- communicate effectively, tactfully and professionally, and act with discretion and sensitivity

3.5 Collaborate and communicate with others to ensure high professional standards are met

- participate in parent meetings when requested by the classroom teacher
- communicate to teachers regarding student participation in learning activities
- maintain highly functional and collaborative working relationships with colleagues by interacting effectively, contributing to discussions and seeking advice
- understand and accept the contributions of others in a multi-disciplinary and collaborative environment to provide a highly competent and seamless service
- establish and maintain effective communication networks and work collaboratively with stakeholders

3.6 Contribute to and promote the development, alignment, attainment and review of the School or College Strategy and the strategic goals of the Diocese of Toowoomba Catholic Schools (TCS)

- contribute as a member of the school or college to achieving the strategies set out in both the School or College Strategy and the TCS Strategic Plan
- document and report on the progress of initiatives in the School or College Strategy and TCS Strategic Plan as required
- attend meetings and professional development as appropriate

3.7 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

- the employer may direct an employee to carry out such duties as are reasonable within the limits of the employee's skill, competence and training; consistent with the classification structure within the current agreement
- any direction issued by the employer shall be consistent with the employer's responsibilities to provide a safe and healthy work environment