



DUTY STATEMENT FOR LEARNING SUPPORT OFFICERS (LSOs)

Learning Support Officers at St Thomas More School, work with children with diverse needs within the classroom, either on a one to one basis or in small group situations. These needs may include physical, intellectual and/or social emotional disabilities.

Child Safety

Central to our mission at St Thomas More Catholic Primary School, we are committed to fostering the dignity, self-esteem and integrity of children and young people and providing them with a safe, supportive and enriching environment to develop spiritually, physically, intellectually, emotionally and socially. Our commitment to child safety is of paramount importance.

Essential Requirements

- ☐ Working with Children Card

Desirable

- ☐ Certificate III or IV in School Based Education Support or similar studies
- ☐ Demonstrated successful knowledge of and experience in working with children or young adults who have intellectual, behavioural and/or multiple and profound disabilities in an educational setting.
- ☐ Knowledge of legislation applying to Disability Discrimination Act (DDA)
- ☐ Current First Aid Certificate

Person Specification

- ☐ Ability to uphold the ethos of Catholic Education.
- ☐ A love and respect for children.
- ☐ An appreciation of the Vision and Mission of St Thomas More School.
- ☐ Proven ability to work successfully as a team member.
- ☐ Maintain punctuality and regular attendance.
- ☐ Demonstrated ability to communicate and relate effectively with others.
- ☐ Demonstrated ability to work with initiative, maintain confidentiality and work with limited supervision .

Role Description

- ☐ Implement the Personal Learning Plan set by the teacher, coordinator or therapists.
- ☐ Follow and implement a student behaviour management program as required.
- ☐ Maintain appropriate records for teacher and coordinator to monitor the effectiveness of the program.
- ☐ Administer first aid and give attention to the student as necessary, eg. diabetes
- ☐ Assist students with their personal hygiene, if necessary.
- ☐ Assist students with eating and drinking if necessary and any necessary health requirements.

- ☐ Assist the class teacher with the preparation and presentation of classroom organisation, activities and teaching aids.
- ☐ As a team member, plan, prepare and be involved in a range of educational experiences and activities such as school camps, excursions or school concerts.
- ☐ Attend planning meetings with class teacher once per term.
- ☐ Attend SSG meetings with class teacher, Learning Diversity Leader and parents.
- ☐ Supervise individual students on the yard if required.
- ☐ Attend whole staff meetings when requested.
- ☐ Attend professional development.
- ☐ Participate in specific community events during school hours throughout the year.
- ☐ Assist class teachers to cater for the needs of students and/or to work directly with those students who require extra assistance – 1:1 or in small groups as stated in the PLP.
- ☐ Attend LSO weekly meetings as required.
- ☐ Maintain a supportive environment for students in their care including using SWPBS strategies.
- ☐ Maintain confidentiality of all information pertaining to student outcomes, therapy recommendations and the home life of the student.
- ☐ Deliver intervention programs as outlined by LDL and DOBCEL specialists.
- ☐ All other tasks as requested by the Principal or Deputy Principal.

OH&S Requirements

- ☐ Co-operate in relation to activities taken by the school to comply with OH&S legislation.
- ☐ Comply with the Catholic education safety management system.
- ☐ Adopt work practices that support OH&S programs.
- ☐ Take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace.
- ☐ Ensure that any hazardous conditions, near misses, incidents and injuries are reported immediately.
- ☐ Use safety and personal protective equipment provided or as directed.
- ☐ Actively participate in meetings, training and other health and safety programs to improve safety.
- ☐ Be aware of and ready to implement OH&S procedures.