



JOB DESCRIPTION & PERSON SPECIFICATION

College Department:	Learning Enrichment
Position Title:	Learning Enrichment Officer
Position Classification:	Lutheran Schools Officer Grade 2
Tenure:	As per Employment Agreement

COLLEGE PURPOSE

We are a welcoming, caring, Christ-centred learning community where students grow, flourish and are inspired to make a difference.

ACKNOWLEDGEMENT OF COUNTRY

St Martins Lutheran College acknowledges that the school is built on the Traditional Land of the Boandik people. We pay our respects to Elders, past, present and emerging. We recognise and respect their cultural heritage, beliefs, and relationship with the Land.

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and are committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The role of the Learning Enrichment Officer is to assist in the support and inclusion of students with identified learning needs within the College. They will work under the guidance of the Learning Support Coordinator and Classroom Teacher to provide support programs, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out either in the classroom or outside the main teaching area, such as the Flexible Learning Unit.

The role of Learning Enrichment Officer may require some administrative duties, including undertaking word processing, photocopying, filing, preparing resources and other general administrative tasks.

It is also expected that the Learning Enrichment Officer will maintain effective and ongoing communication with all relevant staff to ensure the best opportunities are readily available to College students.

2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Learning Enrichment Officer reports to the Learning Enrichment Coordinator (either Junior School or Middle/Senior School) and is expected to work collaboratively with all members of the College community to engender a positive and harmonious team environment. The Learning Enrichment Officer works at all times under teacher direction.

Where appropriate and as time allows, the Learning Enrichment Officer is expected to provide support to and act in a back-up capacity to maintain staffing levels and the functionality of the Learning Enrichment team.

3. Special Conditions

The Learning Enrichment Officer is employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement.

A 12-week probation period will apply.

4. Extent of Authority

Manage assigned work to achieve all goals to finality within policies and guidelines, reporting to the Learning Enrichment Coordinator work priorities and workloads, and any matters not covered by policies and guidelines.

JOB DESCRIPTION

5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Learning Enrichment Officer encompasses activities within the following Key Result Areas (KRAs):

Student Support

Other KRA

The responsibilities of the Learning Enrichment Officer in each KRA include:

Student Support (Classroom, Activities, Wellbeing)

- Assist with the implementation of student support programs.
- Establish supportive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students including those who have experienced trauma.
- Encourage students to interact and engage in classroom activities.
- Supervise and provide support for students with a broad range of abilities.
- Under the direction of the teacher, adjust curriculum tasks according to student need.
- Support the use of ICT in learning activities.
- Promote the wellbeing, self-esteem and independence of students.
- Assist with the supervision of students at lunchtimes when timetabled to do so.
- Under the direction of the teacher, work with small groups of students and take responsibility for their learning.
- Maintain records regarding student learning needs for staff.
- Accompany teaching staff and students on excursions and other out of school activities as required. This can involve taking responsibility for a group under the supervision of the teacher.

Other KRA

- Work collaboratively as a team member, attend training, and participate in meetings and performance reviews as required.
- Any other tasks as reasonably directed and commensurate with grade and experience.

This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualifications required of employees assigned to the role.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Completion of Year 12
 - Current South Australian Working with Children Check (WWCC) for paid employment
 - Responding to Risks of Harm, Abuse and Neglect certificate (can be obtained upon employment)
 - Valuing Safe Communities (provided by the College)
 - Current driver's licence (desirable)
 - First Aid Certificate (desirable)
 - A Certificate III in Education Support (desirable)
-

2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Learning Enrichment Officer encompass the following:

Skills

- IT, numeracy and literacy skills at level to support students.
- Competent in the use of Microsoft Office software.
- Well-developed organisational and time management skills.
- Good communication skills.
- Demonstrated ability to work effectively with students with a broad range of ability and disability.

Abilities

- Maintain a caring and supportive environment that ensures students with learning needs can reach their potential.
- Organise and set priorities for various activities while meeting required deadlines.
- Work cohesively in a team environment as well as working autonomously where required.
- Have an attention to detail so that little or no rework is required.
- To use diplomacy, discretion and tact as required in a professional work environment.
- To operate with the strictest of confidence.
- Provide positive, enthusiastic support to staff, students and parents.
- Provide support to help others reach their departmental goals and objectives.
- Relate well to children and adults.
- Understand various classroom roles and responsibilities and understand the role of support within these.

Aptitude

- A personal commitment to the College Purpose, Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community is essential.
- Demonstrate a desire to work with students with special learning needs.
- Have an interest in supporting and serving others.
- Have a natural affinity with people and developing successful relationships.

PERSON SPECIFICATION

3. Experience

- Experience in a Learning Enrichment / Support environment within a school (desirable)

4. Knowledge

- An understanding of inclusive education in a mainstream setting
- Awareness of practices and procedures within education relating to the welfare, safety and education of children
- Demonstrate theoretical knowledge in relation to students with barriers to learning, literacy and numeracy
- Has the technical knowledge or experience to perform a wide variety of duties usually without technical instruction

5. Work Health and Safety

- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents
- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace

6. Classification Level

The position of Learning Enrichment Officer carries a Classification Level of Lutheran Schools Curriculum Officer Grade 2. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level.)

7. Performance Standards & Review

An annual Performance Review is undertaken with the Learning Enrichment Coordinator to determine capacity to meet the demands of the role; identify additional training that may be required and ascertain what level of job satisfaction is being obtained.

APPROVAL

Job Description & Person Specification Approved

Alan Connah

(Print Name)

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: