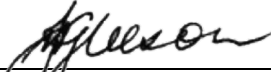
	Position Description: Student Learning Support Officer (SLSO)	
	Version: 1.0	Approved: CEO
	Date: 20.03.2023	Date: 21.03.2023
	Author: Carol Swanson	Next Review: January 2024
Administered: Human Resources		Signed: 

POSITION DETAILS

Title:	Student Learning Support Officer		
Department:	Teaching	Classification:	Support Staff, Level 4
Date Prepared:	March 2023	Job Type:	Temporary part-time

RELATIONSHIPS

Supervisor's Title:	Assistant Principal		
Other Positions Reporting to this Supervisor:	Learning and Support Teacher HSC Teachers VET Teachers/Trainers	Positions Directly Supervised:	Nil
Internal Relationships:	Students HSC and VET Teachers/Trainers Administration Staff Student Support Officer	External Relationships:	Parents/Carers

PRIMARY PURPOSE

The Student Learning and Support Officer (SLSO) will provide direct and timely specialist assistance to students who require specialist learning and support needs. The SLSO will work under the direct supervision of a teacher to provide support for teaching and learning and associated activities following College policies and procedures. This may include providing general support for whole-class learning activities or supporting individuals or small groups of students.

KEY RESPONSIBILITIES AND DUTIES:

- 1. Support the teacher in the delivery of planned whole-class learning activities.**
 - Work under the direct supervision of a teacher to carry out planned learning activities with small groups or individual students
 - Provide feedback on student engagement in activities and their achievement of the desired learning objectives.
 - Assist the teacher to prepare, monitor and maintain a safe and secure learning environment in line with lesson plans.
 - Observe and give feedback to the teacher on student performance and behaviour, taking action as appropriate in line with relevant College policies.
 - Prepare and utilise ICT resources to support students learning. E.g., C=Pen, text to talk etc.
 - Support students to improve their numeracy and literacy skills through focused learning activities across the curriculum.
- 2. Support the physical, intellectual, emotional, and social development of students.**
 - Contribute ideas and suggestions to support planning, to meet student development needs.
 - Interact with and respond positively to young people and adults.
 - Apply the principles of diversity and equity in education to students, including preventing discriminatory practices.
 - Provide care and encouragement to young persons with disabilities or special educational needs, supporting them to participate in activities and liaising, if required, with parents/carers/other professionals as appropriate.

- Contribute to the provision of support for bilingual/multilingual students if required.
- 3. Provide support for student exams and assessments.**
- Function as a reader/writer support for students during the completion of assessment tasks.
 - Invigilate internal and external tests and examinations under formal conditions.

KEY PERFORMANCE INDICATORS

Key performance measures and indicators are developed in conjunction with your supervisor annually.

EQUIPMENT OPERATED & TECHNOLOGY USED

Software

Microsoft Office Suite
Teams, Zoom or similar platforms.
Student Information Management Systems/Databases e.g., SchoolPro

Hardware

Computer (PC / Laptop)
Smartboard, C-Pen,

POSITION SKILLS, KNOWLEDGE AND TRAINING

Position Criteria

Essential Criteria:

CHC30221 Certificate III in School Based Education Support (or working towards)
High-level written and oral communication skills.
Demonstrated ability to integrate ICT into teaching programs.
High-level people skills.
Ability to relate to 15–18-year-old adolescent students.
Understanding of and commitment to the principles of diversity, discrimination, and disability legislation
Knowledge of and commitment to safe work practices
Knowledge of Disability Standards for Education
Current Working with Children Check
Current Police Check

Desirable Criteria:

Experience in a similar role
Trade qualification or background
TAE40122 or TAE40116 Certificate IV in Training and Assessment or working towards

DOCUMENT HISTORY

Version Number	Version Date	Authorised Officer	Amendment Details
1.0	21.03.2023	Mallory Gleeson	First Issue