JOB DESCRIPTION & EMPLOYEE SPECIFICATIONS

Lutheran School Officer - Curriculum (Junior Schools)

Mission Statement:	With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart.
Culture:	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
Position Title:	Learning Support Assistant
Tenure:	Refer to Contract of Employment
Salary:	Grade 3 Level 1 Lutheran Schools NT collective Agreement 2021 or its replacement
Commencement:	2023
Working Relationships:	• Responsible to the Principal through Head of School and Learning Enrichment Teacher • Classroom Teacher and Learning Enrichment Teacher • Professional interaction with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College.
Special Conditions:	• Current NT Working With Children Clearance (Ochre Card) • Vaccinated against COVID-19 as per College Vaccination Policy • Inherent physical requirements of adequate strength, mobility, vision and hearing to perform first aid duties

Role Description

Position Summary (summary of the position in relation to the College's goals)

Lutheran Support Officer -Curriculum display the highest professional standards in their classrooms, personal presentation and support of the students in their care. They will support primary classes and students effectively, thereby ensuring that learning is maximised for all students, the duty of care is met in and out of class, and a caring environment is provided for all.

Extent of Authority

- Work autonomously to deliver an appropriate and relevant instructional program exercising discretion and judgement within specified guideline and standards in order to meet the requirements of the role
- Work collaboratively with other members of the College staff to ensure the successful delivery of curriculum
- Responsible for the safety, wellbeing, and academic progress of all students in their care.

Key Responsibility Areas (KRAs)

Excellence in Learning

The LSO- Curriculum provides support to students in order to create enthusiastic and independent learners. They establish high expectations of students through reflection, collaboration and monitoring of the students assigned to them to work with.

- Provide in class support in the primary school and staff, ranging from one-to-one support, to small groups or whole class support under the direction of the Learning Enrichment Teacher.
- Assist in settling students at the beginning of each day into the school environment.
- Provide learning support under the direction of the Learning Enrichment Teacher, as well as extending children and assisting with testing and recording of information.
- Support classroom and school wide programs in areas such as social, emotional, wellbeing and targeted programs.
- Provide in class support to students in line with teacher programs and IEP goals.
- Develop a relationship with the students requiring support. Get to know them and their strengths and seek to support them with their strengths in mind.
- Encourage the students to remain on task- 'Principled'- and seek to build their capacity for independent learning.

Ongoing Improvement & Innovation

The LSO-Curriculum reflects and improves on their work guided by the values, vision and mission of the College. They participate in ongoing learning.

- Liaise positively and effectively with the Learning Enrichment Teacher, classroom teacher and Head of School and other staff in the College to support student outcomes.
- Involvement in the Professional Development Program of the College and display of a commitment to continuous self- evaluation and lifelong learning.
- Focus on and anticipate student needs.
- Ensure commitments to students are met.
- Be aware of and understand and comply with the principles of the Child Safe Standards at all times.
- Ensure adherence to the College's Child Safety Code of Conduct and Policies, including the Child Safe Standards, and demonstration of behaviours in accordance with these.
- Undertake regular training and professional development in Child Safety and Child Protection during induction and on an ongoing basis.

Strengthening Lutheran Identity

The LSO-Curriculum actively supports the ethos of the College and adheres to an appropriate and effective set of core values and beliefs.

- Embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation into their interactions with the students they work with.
- Demonstrate Christian integrity in all things, role model as an educator and professional learner.

Leading Effective Organisation & Management

Relationships are built upon support, collaboration, trust and reconciliation

- Actively participate in programming and planning meetings with class teachers where required.
- Work in a collaborative way with other staff members.
- Have an ability to work in a team environment by working collaboratively with colleagues.
- Have excellent communication and interpersonal skills.
- Maintain confidentiality at all times when outside of the school environment
- Attend Educational Adjustment Planning meetings and participate in the development and review of the student's goals.

Community Building

Uses data to ensure that best practice is built upon. Has a clear understanding of their role and responsibility.

- Understand what is important to College, parents and students; pursues opportunities that are of benefit to the College.
- Focus on and anticipate student needs.
- Ensure commitments to students are met.
- Take personal responsibility for resolving concerns.
- Ensure that the public image and integrity of the College is maintained as a leading educational provider.
- Accept and tackle demanding goals with enthusiasm
- Measures performance against goals and prioritises effectively; spends his/her time on what is important; understand how to manage resources effectively and achieve agreed goals efficiently.

Other Duties

- Actively model behaviours that reflect the College ethos, and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in all school events and activities of the College as required.
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report and concern(s) which may give rise to danger, and/or any injury which may occur in the workplace

Employee Specifications

Educational & Qualifications

- Certificate IV – Education Support or equivalent

Experience and Knowledge

- A sound understanding of the principles of Lutheran educations (highly desirable)
- Understanding of, and experience in the application of Restorative Practices (highly desirable)
- Demonstrated experience and ability to work independently and as part of a team, developing, establishing, implementing, and monitoring learning and curriculum
- Demonstrated experience supporting, instructing, monitoring, and encouraging students to achieve their full potential and develop their God-given abilities
- Knowledge of, and experience in using information technology relevant to the teaching, learning and management of a school
- Demonstrated experience and ability to provide mentoring and guidance to students
- Demonstrated experience in effective administration, planning, and programming
- Demonstrated experience in establishing effective working relationships with staff, students and parents
- Experience in, and passionate about working with and supporting young people on their journey through primary education

Skills& Abilities

- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things is essential

- Life skills that reflect an active Christian faith (or that demonstrate a willingness to uphold the Christian Ethos of the College)
- Strong organisation skills and a proactive approach to problem solving
- Strong oral and written communication skills
- Ability to work independently and as part of a team, initiating, adapting to, and managing change
- Accepts responsibility and is self-motivated
- Strong work ethic to achieve college goals
- Manage highly confidential information with discretion and integrity