Position Title: STUDENT LEARNING SUPPORT OFFICER
Accountability: Responsible to the manager of The Margaret Jurd College.

Selection Criteria

Essential

As per the Children and Young People Care and Protection Act 1998 (prohibited employment act 1998) All staff at Margaret Jurd Learning Centre are subject to a Working With Children Check carried out by the employment screening unit of NSW Commission for Children and Young People.

- Tertiary qualifications in Teachers Aid –Special, Welfare, Youth Work, Education or related fields
- Demonstrated experience working with young people who have behavioural/mental health diagnosis and/or disadvantaged lives.
- Demonstrated experience in supporting young people with their learning in class.
- Demonstrated commitment to maintaining a positive environment within a team
- Ability to participate in the schools PE/Sports program.
- Demonstrated ability to support the classroom teacher with the implementation of education programs
- Demonstrated ability to maintain a professional working relationship with students in a high stress environment
- Demonstrated capacity to work autonomously
- Demonstrated problem solving ability and negotiation skills
- Demonstrated Proficiency with Microsoft Office applications
- A commitment to work within the ethics and belief of the Uniting Church in Australia
- Current working knowledge of all legislative requirements for school staff inclusive of all aspects of Child Protection Legislation, Duty of Care requirements and Work Health and Safety.
- Unrestricted Drivers Licence
Desirable Criteria

- Senior First Aid
- Own Vehicle

Award:

- Educational Services (Schools) General Staff Award 2010 With Over Award Entitlements In Line With The INDEPENDENT SCHOOLS NSW (SUPPORT AND OPERATIONAL STAFF) MULTI-ENTERPRISE AGREEMENT NO.2 2011-2014. The school may also provide salary sacrifice benefits which may assist your take home pay.

- In line with Centres hours and weeks of operation all annual leave is to be taken within school holiday periods and pre-approved by Centres Manager. A Minimum of two weeks annual leave is to be taken in the December – January School holiday period.

General Requirements

It is requirement of employment that all staff at Margaret Jurd College maintain a commitment to maintaining a sound knowledge of and a working practice which reflects the following policies, procedures and legislation.

- Children and Young Persons (Care and Protection) Act 1998
- Children and Young Persons (Care and Protection –Child Employment) Regulations 2005
- NSW Interagency Guidelines for Child Protection Intervention 2006 edition (Keep Them Safe)
- NSW Ombudsman Act 1974,
- Work Health and Safety Act 2011
- Margaret Jurd College Policy on Confidentiality.
- Margaret Jurd College Code of Ethics
- Ethics and Beliefs of The Uniting Church in Australia
- Fire and Safety regulations.

Margaret Jurd College Policy and Procedure Manual is made available to all staff in both soft and hard copy. All legislative and Affiliated responsibilities including but not limited to those listed are distributed to all staff upon commencement. It is a requirement of employment that all staff maintain an up to date working knowledge and adhere to the policies and procedures of Margaret Jurd College. Breach of Policy may result in staff coming subject to the Margaret Jurd College disciplinary procedure for Staff.
## Statement of Duties

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<tr>
<th>Function</th>
<th>Service Provided</th>
<th>Required Input</th>
<th>Expected Output</th>
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| **STUDENT LEARNING SUPPORT**  | - To provide in class 1:1 and group work support to students as required by the classroom teacher.  
- Attend team meetings and IEP meetings weekly or as required.  
- To maintain open communication with the teacher regarding classroom management and student support needs.  
- To advise the Teacher/Coordinator or Manager of any problems, difficulties, affecting the smooth running/operations of the education. |                                                                                                                                                                                                               | - Students being actively supported to achieve educational goals.  
- Active participation in team meetings, IEP meetings providing input into program development and student educational support planning |
| **STUDENT SUPERVISION AND SUPPORT** | - To provide playground duty, sports duty and supervision of group work programs as required by Teacher / Coordinator/Manager.  
- To attend school camps and excursions as required  
- Participate in Sports, PE and school camps as required. |                                                                                                                                                                                                               | - Students provided with adequate levels of staff supervision across all areas of the program                                             |
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<tr>
<th>CHILD PROTECTION AND OTHER LEGISLATIVE REQUIREMENTS</th>
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<tr>
<td>• Reporting all identified Child protection issues to the Coordinator and CS using the Mandatory Reporters Guide and the Mandatory Reporters Line.</td>
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<td>• Maintain up to date knowledge and a commitment to the implementation of child protection legislation within Margaret Jurd Learning Centre</td>
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<td>• Provide input into policy development, reporting requirements and program development</td>
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<td>• Maintain up to date training as required for all Mandatory Reporters i.e. identify and respond to risk of harm.</td>
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<tr>
<td>• Maintain up to date knowledge in WHS legislation</td>
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<td>• Actively respond to any identified WHS risks within the workplace</td>
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<tr>
<td>• Maintain professional boundaries with students and their families in line with Margaret Jurd College Policies and Procedure</td>
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| • Participate in weekly team meetings. |
| • To attend staff training and professional development |

| • Documented Reports and fax receipts from CS |
| • Active participation in team meetings providing input regarding student observations. |

| • Minutes of weekly team meetings addressing all relevant needs of the Campus inclusive of WHS, |
| OTHER ASSOCIATED ROLES | programs as required by the Manager of Margaret Jurd Learning Centre.  
• Maintain open communication with team members and manager to ensure consistency of service delivery  
• Provide written reports as required by the Coordinator and/or manager. | IEP updates, planned excursions and activities etc.  
• PD register |