



Job and Person

Specifications

DETAILS

Position Title:	Learning Support Officer (LSO)
Sub School:	Junior Schools
Line Manager:	Finance Manager
FTE:	0.58FTE (8:20am-3:20pm 4 days per week, 40 weeks per year)
Tenure:	Contract 22 January 2025 – 12 December 2025

DIMENSIONS OF THE POSITION

The role of the LSO is employed to work across allocated year levels in either the Junior School (Reception to year 6) or Middle and Senior School (years 7-12). As a member of the Tatachilla Lutheran community, this involves:

- assisting the Principal and other College staff in fulfilling the aims and purposes of Tatachilla Lutheran College, and to support and maintain the philosophy and ethos of the College;
“Teaching the Love of Christ for a fulfilling life which values self worth pursues excellence and serves others.”
- providing effective and efficient support to students and staff to assist student learning;
- model service as shown to us by our Lord and Saviour Jesus Christ;
- work in a team with other staff in supporting the individual needs of students; and

POSITION OBJECTIVES

The LSO will:

- (a) Implement the Tatachilla Lutheran College's Learning Enhancement model by assisting staff to support learning excellence under the direction of the relevant Learning Enhancement Coordinator.
- (b) accept the delegated responsibility and authority vested by the Principal.

ACCOUNTABILITY

The position is accountable to the Principal through the relevant Learning Enhancement Coordinator and Business Director

JOB DESCRIPTION

The following responsibilities and accountabilities will be undertaken by the Learning Support Officer:

General

1. embed the core Lutheran Education Australia (LEA) values: love, justice, compassion, forgiveness, service, humility, courage, hope, quality and appreciation;



2. be committed to supporting the promotional and educational aspects of the College, and carry out all duties in a spirit of Christian compassion; and
3. perform such other duties as the Principal, or the Principal's delegate, may assign from time to time.

Specific Responsibilities

1. provide in class support for students and staff, ranging from one-to-one support to small groups and additional support as required under the direction of the relevant Learning Enhancement Coordinator;
2. assist in student organisation for being learning ready;
3. support classroom and school wide programs in areas such as social, emotional, wellbeing, learning and language programs;
4. provide support to teaching staff for students requiring additional support;
5. liaise positively and effectively with the R-12 Director of Teaching and Learning, Sub school Head of Years, Learning Enhancement Coordinator and other staff to support student outcomes;
6. encourage and assist students to pursue individual and school excellence;
7. participate in co-curricular and extra-curricular activities as required, including whole College activities;
8. be involved in the Professional Development Program of the College and display a commitment to continuous self-evaluation and lifelong learning;
9. actively participate in programming and planning meetings with teaching teams;
10. ensure compliance with OHSW policies and procedures;
11. be up to date with and promote the various policies of the College;
12. attend meetings as negotiated with Line Manager; and work in a collaborative way with staff members.

PERFORMANCE MANAGEMENT

In relation to setting goals and managing performance, Key Performance Indicators (KPI's) are mapped against the position description so that performance can be measured and acknowledged.

STAFF/STUDENTS/PARENTS	
Learning Support	Provide a high level of professional knowledge and support for students and staff.
Communication	Develop effective relationships with stakeholders involved in the education of students as coordinated by teaching staff. Actively and regularly distribute information to staff using a variety of communication
Confidentiality	Maintain the highest levels of confidentiality and professional disclosure.

GENERAL	
Administrative	Tasks are completed to a high quality and in an efficient manner.



Selection Criteria

EDUCATIONAL/VOCATIONAL QUALIFICATIONS

- Certificate III in Education Support or above (preferred)
- RRHAN-EC
- Working with Children Check
- First Aid Certificate

PERSONAL SKILLS, ABILITIES AND APTITUDE

- Display a commitment and enthusiasm for supporting students across a range of subject areas;
- Show a willingness to support and promote the Christian ethos of the College;
- Have an ability to work in a team environment; working collaboratively with colleagues;
- Have excellent communication and interpersonal skills;
- Demonstrate an ability to support students who have complex needs, which may include social/emotional, advocacy and/or learning needs;
- Be able to communicate effectively and work with staff, students and parents; and
- Serve the wider goals of the College community and that of their own in developing a professional learning community;
- Be willing to undertake physical movements such as sitting on the classroom floor, carrying items and moving at an active pace;

KNOWLEDGE AND EXPERIENCE

- Experience in a similar role;
- Demonstrated ability to work with young people with neurodiversity;
- Demonstrated ability to relate effectively to a diverse range of students; and
- Ability to collaborate and improve the outcomes of students by working as a team with other staff members.

CLASSIFICATION LEVEL

- As per Lutheran Schools Enterprise Agreement

SELECTION CRITERIA

- **SC1** Evidence of active involvement in a Christian denomination and/or ability to support the Christian ethos of the College, including worship and devotional life;
- **SC2** Demonstrated personal and interpersonal skills that strengthen effective partnerships with parents, students and staff;
- **SC3** Demonstrated ability to develop warm, caring relationships with students while maintaining a positive, focussed learning environment. An understanding of the particular needs of students and demonstrated skills in meeting these needs in the context of the classroom and in pastoral care;
- **SC4** Evidence of a personal commitment to continuous self-evaluation and lifelong learning;
- **SC5** Demonstrated ability to support students and staff in a wide range of learning environments;
- **SC6** Demonstrated understanding of students with learning needs and the strategies required to maximise student outcomes; and
- **SC7** Demonstrated levels of confidence, flexibility, initiative, perseverance and resourcefulness necessary to contribute to a professional learning community which values teamwork and collaboration.



TATACHILLA

LUTHERAN COLLEGE

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles and values cultural diversity and recognises that all its employees have a contribution to make in ensuring an equitable and harmonious working environment.

APPLICATION PROCESS

APPLICATIONS WITH SUFFICIENT SKILLS AND EXPERIENCE ARE REQUIRED TO:

1. Write a covering letter of up to two pages, addressing relevant experience;
2. Include a curriculum vitae; and
3. List three referees, one being a pastoral referee.

Applications that do not meet the above requirements will not be considered.

Applications should be addressed to the Director of People and Culture, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au.

Applications close on **9am Monday, 2 December 2024**.