**Mary MacKillop College, Nundah**

**Classroom School Officer – Level 3**

1. **POSITION TITLE**

Learning Enrichment Officer - Assisting with identified educational needs

1. **PURPOSE**

To assist, under the supervision of a teaching staff member, in the provision of educational programs.

1. **STATEMENT OF RESONSIBILITY**

Brisbane Catholic Education provides educational support to students with identified educational needs through specific programs of support in primary and secondary schools. In addition, students with identified educational needs are supported within an Inclusive Education model where students access learning in a mainstream environment with support of a School Officer during classroom learning. The Learning Enrichment Officer provides direct and indirect support to students. Tasks are timetabled, monitored, allocated and coordinated by the Curriculum Leader – Student Attainment and collaboratively with case managers, Heads of Department, and Head of Houses.

1. **CHARACTERISTICS**

The employee appointed to this position is required to demonstrate competency involving the application of knowledge with depth in some areas and a broad range of skills. There is a range of roles and tasks in a variety of contexts, where there is some complexity in the extent and choice of actions required. Competencies are normally used within routines, methods and procedures. Some discretion and judgment are involved in the selection of equipment, work organisation, services, actions and achieving outcomes within time constraints.

Work is performed under limited supervision and may be checked in relation to overall progress. Work may be performed under broad guidance and may involve a level of autonomy when working in teams. Team assistance may be provided to others and team coordination may be required.

1. **TYPICAL LIST OF DUTIES**

Following is a list of duties that the Learning Enrichment Officer might perform.

• assist, under the supervision of a teaching staff member, in the preparation, implementation and supervision of the learning programs of students. Learning programs extend across the academic, co-curricular and extension activities of the school.

• assist developmentally appropriate student learning, either individually or in groups, where some discretion and judgment are involved in evaluating and assessing (under the supervision of a teaching staff member) the learning needs of students;

* seek direction from class teachers regarding how they want them to function in the context of their classroom lessons, particularly in respect of classroom activities, but within their role statement parameters.

• assist, under the supervision of a teaching staff member, in the implementation of special programs e.g. speech therapy, literacy programs, numeracy programs, travel training, living skills program, mobility programs;

• refer to College Leadership, Heads of Department, Heads of House, class teachers and specialist support staff eg Guidance Counsellor, as required;

• prepare and clear away, within routines, methods and procedures, equipment and materials and assist teachers with classroom setup and closing;

• assist student learning, where some discretion and judgment is involved, by listening, reassuring, directing, explaining and keeping students on task, but not disciplining;

• accompany students, under the supervision of a teaching staff member, within and outside the school environment;

• assist student learning in classrooms where directed as to existing priorities;

• support students in relation to their physical needs where some discretion and judgment are involved;

• support and provide assistance at school activities e.g. sports day, swimming carnival, Mass;

• attend team meetings as designated by the Curriculum Leader – Student Attainment;

• join the school community at morning tea and lunch breaks in the staff room unless otherwise rostered for duty;

1. **AUTHORITY LIMITS**

Full authority is delegated from the Principal through the relevant teaching staff member to the role holder to produce the desired outcomes.

The role holder has no responsibility to commit or expend funds without approval.

1. **REPORTING AND OTHER RELATIONSHIPS**

This position assumes that the Learning Enrichment Officer will communicate up-to-date new information to class teachers to assist in the flow of information from the Student Attainment department and staff to whom they are responsible. This should be relayed in a professional manner with due respect to student(s) concerned. In addition, to the college portal where formal documentation resides. This communication has the potential to keep teachers updated with more immediacy and provide relief staff with information which may deflate potential behaviours of students.

A direct reporting relationship exists with the Curriculum Leader- Student Attainment and with the College Business Manager.