

JOB DESCRIPTION for Lutheran School Officer

Job Title:	Early Learning Centre Educator / Learning Support Assistant
Classification:	Lutheran School Officer - Curriculum
Salary:	Grade 3 Level 1 Lutheran Schools NT Collective Agreement 2018 or its replacement
Reporting To:	Principal through Head of School and ELC Team Leader
Employment Type	Fulltime – Term time only (39 weeks per year)
Hours per week:	38 hours per week

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 and gracious.

JOB DESCRIPTION

1. Overview

The regular hours of work are 38 hours per week, with a 30-minute lunch break. The position is term time only (39 weeks per year)

Hours will be worked between ELC and Classroom as rostered. Work across our Leanyer and Howard Springs Junior ELC may be required.

Lutheran Support Officer shall 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.

Personal Requirements

Key Responsibilities and Duties – Early Learning Centre Educator

Plan and implement a quality education program

National Quality Standards Quality Area 1: Educational program and practice

- Participation in team collaboration to plan, implement, assess and review a high quality and diverse educational program based on appropriate curriculum frameworks and with reference to the NQS, considering the developmental needs, interests and abilities of all the children attending the service.
- Actively support every child to participate in the program and ensure that the program promotes children's agency, choices and influence.
- Collaborative involvement to deliver effective and valuable documentation of children's learning in accordance with the centre philosophy and the Learning Outcomes (EYLF).
- Help prepare and maintain portfolio folders for children.

Promote the health and safety of all staff and children

National Quality Standards Quality Area 2: Children's health and safety; Quality Area 3: Physical environment

- Ensure staff and children utilise effective health and hygiene practices, including meeting all regulations relating to food safety and preparation, medical management plans, risk management plans, policies and procedures.
- Ensure that all children have access to nutritious food and fresh drinking water.
- Promote health, wellbeing and physical exercise in the ELC.
- Ensure a safe and stimulating physical environment where all staff and children are protected from hazards or harm.

Build positive relationships with all stakeholders

National Quality Standards Quality Area 4: Staffing arrangements; Quality Area 5: Relationships with children; Quality Area 6: Collaborative partnerships with families and communities

- Work cooperatively, ethically and respectfully with other educators, and support each other's professional development.
- Develop and maintain respectful, supportive, collaborative and responsive relationships with children and their families.
- Establish and maintain links with local networks, resource agencies and other relevant organisations.
- Ensure an effective induction and orientation process for new families and children.

Contribute to the effective management of the service

National Quality Standards Quality Area 7: Leadership and service management

- Ensure all practices are in accordance with the NQS and reflect the philosophy, policies and procedures of the service.
- Attend professional development opportunities and network meetings as appropriate or as directed by the Team Leader of the Early Learning Centre.
- Model and promote an understanding of the NQS, the NQF and the curriculum framework documents.

- Contribute to the continuous improvement of the service through reflective practice and as directed by the Team Leader of the Early Learning Centre.
- Complete any collection of data, medical or other records required in a timely manner, and in accordance with the service's policies and procedures and the NQS.
- Assist the Team Leader of the Early Learning Centre in matters relating to leadership, pedagogical leadership, management support, and service administration, as directed.
- Be ready, willing and qualified to act in the position of responsible person in the temporary absence of the Team Leader

Personal Requirements

Key Responsibilities and Duties - Learning Support Assistant

Excellence in learning

- 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.
- 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

- 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.

Leading Effective organisation & Management

- 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.

Skills and Abilities

Demonstrate:

- The ability to provide high quality care for all children at the Centre and in the classroom
- Active participation as a team member and a commitment to an inclusive working environment
- Strong organisational skills
- A commitment to developing positive relationships with families
- A well-developed sense of responsibility and self-motivation
- A commitment to maintaining confidentiality with staff, families and children
- A commitment to development and improvement within the field of Early Childhood education
- An ability to work with different multimedia platforms;

3. Special Conditions

- A Working with Children Clearance is required (Ochre card).
- A current police check which is less than 6 months old.
- COVID-19 Vaccination Certificate

EMPLOYEE SPECIFICATION

Educational and Vocational Qualifications

- Diploma in Children's Services qualification
- Certificates in First Aid including Asthma and Anaphylaxis.

Experience and Knowledge

- Demonstrated ability to work independently and take initiative.
- Demonstrated experience within an Educators role.

Work, Health & Safety and Environment

Good Shepherd Lutheran College has a documented work Health and Safety Policy together with relevant procedures and other documentations. You are required to always comply with the Policy and Procedures and their contents. Your WHS obligations include:

- Cooperating with the College in ensuring your safety and the safety of others
- Following all policies and directions designed to ensure a safe environment
- Reporting any hazard, you identify through the College's reporting processes
- Reporting any injury sustained through the College's reporting process within 24 hours
- Following emergency evacuation procedures as required
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties
- Undertaking WHS training as deemed relevant

Child Safety

As Good Shepherd Lutheran College has a commitment to child safety, Non-Teaching Staff will be responsible for understanding and applying the College's child safety policies and procedures, including:

- complying with the College's Child Protection Code of Conduct and staff-student professional boundaries
- identifying and proactively addressing risks
- identifying indicators of possible child abuse
- reporting concerns to the Head of School or Office Manager
- taking all practicable steps to protect students where a risk to their safety has been identified
- managing disclosures

Additional Information

- Targeted training will be provided as appropriate.
- Good Shepherd is an equal opportunity employer and promotes a safe and healthy harassment free workplace.
- Staff are bound by strict confidentiality requirements and must sign a confidentiality agreement upon commencement of employment.