

JOB DESCRIPTION & PERSON SPECIFICATION

Learning Support Officer (LSO) – Learning Enhancement

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| College Department: | Administration |
| Position Title: | Learning Support Officer (LSO) |
| Position Classification: | Grade 3, Year 1 |
| Tenure: | Part-time: 0.43FTE (9 weeks) 18 August – 31 October 2025 3 days per week, 6.5hrs per day |

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

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

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.

2. Reporting / Working Relationships

- Accountable to the Principal through the Business Director and Learning Enhancement Coordinators
- Collaborate with Learning Enhancement Team and Teaching Staff

3. Special Conditions

- N.A

4. Extent of Authority

Follow instructions and decisions of the Learning Enhancement Coordinator and Business Director

5. Statement of Key Outcomes & Associated Activities

In collaboration with Learning Enhancement Coordinator

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.
4. provide a high level of professional knowledge and support for students and staff.
5. develop effective relationships with stakeholders involved in the education of students as coordinated by teaching staff
6. actively and regularly distribute information to staff using a variety of communication
7. maintain the highest levels of confidentiality and professional disclosure
8. tasks are completed to a high quality and in an efficient manner

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.



PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Cert III in Education Support or above (preferred)
- Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.
- Responding to Risks of Harm, Abuse and Neglect (RRHAN-EC)
- First Aid Certificate

2. Personal Skills, Abilities & 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;
- Personal commitment to continuous self-development and improvement.

3. Experience and Knowledge

- 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.

4. Knowledge

- Demonstrated sound knowledge and experience and of sustainability and environmental themes.
- Knowledge of conservation and biodiversity, preferably of local flora and fauna.
- Knowledge and experience working with young people and educators.

5. Classification Level

Environmental Education Resources Officer is a Lutheran Schools Officer classification in line with the experience of the incumbent as per the terms of the 2024 SA Lutheran Schools Enterprise Agreement.

6. Performance Standards & Review

An annual Performance Review is undertaken with the Business Director to determine the capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

7. Workplace Health & Safety

The objective of the Work Health and Safety Act 2012 is to prevent a person's death, injury or illness caused by a workplace, by a relevant workplace area, by work activities, or by plant or substances for use at a workplace. To meet this objective, exposure to the risk of death, injury or illness must be prevented or minimised. To achieve this, the Act establishes a framework by imposing WHS obligations on certain persons who may affect the health and safety of others. Staff of Tatachilla Lutheran College are accountable for the day-to-day control of their respective operations. In addition to the mandatory duties imposed by the statutory requirements, staff have specific duties within the College's Work Health and Safety Management System as part of a broader Risk Management Framework. The Executive Team has the major responsibility for establishing safety policies and procedures however, these must reach staff on the job.

8. Equal Employment Opportunity

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

Applicants with sufficient skills and experience are required to:

1. Write a cover letter of up to two pages, addressing suitability for the position;
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 Business Director, Tatachilla Lutheran College and sent electronically to jobs@tatachilla.sa.edu.au.

Applications close on **9am, Monday 28 July 2025**.