
DATE: April 2023
ROLE: School Support Officer
RESPONSIBLE TO: School Principal
ACCOUNTABLE TO: School Principal

PURPOSE OF THE ROLE

The role of the School Support Officer is to work under the direction of a teacher to support students learning and development by applying teaching and learning strategies to students with learning needs, disabilities or disorders. They will also assist the teacher with the monitoring and management of student behaviours as well as undertake logistical tasks to ensure the efficient operation of the classroom.

KEY AREAS OF ACCOUNTABILITY

The duties of the Teacher include:

- Contribute to the provision of quality educational services by support teachers in the preparation and enhancement of learning materials and the delivery of educational activities. Under supervision support students to achieve expected outcomes.
- Support teachers with the preparation and delivery of indoor and outdoor learning experiences.
- Assist and participate in activities that improve the physical, social, emotional and intellectual development of students.
- Assist in supporting students with disabilities with their academic studies, personal care and dignity requirements.
- Work with students with special needs (in particular those with NCCD plans) which includes students with neurological and learning disorders, physical disabilities and behavioural disorders or alternatively work with core class, keeping students on track whilst the teacher is assisting student/students requiring extra teacher directed support.
- Assist teachers implement necessary adjustments as stated in NCCD Individual Plans (IP'S).
- Implement special programs recommended by Allied Health to support students with needs. This may include Move To Learn Program, fine/gross motor skills, basic at home speech programs.
- Provide feedback to teachers regarding student participation in learning activities.
- Maintain a daily planner/log of students worked with and assistance given.
- Assistance at school activities and excursions.
- Participation in training of specialised programs as needed by the school.
- Implementation of programs such as Multilit, Minilit and QuickSmart.

WHS

- As an employee you have legal obligations and responsibility whilst at work, these include:
 - taking reasonable care of your own health and safety
 - taking reasonable care to ensure that your conduct and action does not adversely affect others
 - Complying with instructions, so far as they are reasonably able
 - Report hazards in the workplace, assist with assessments and safety control implementation
 - Following all safety policies, procedures and site rules

Other

- Undertake other duties as reasonably and lawfully directed