



Position Vacant

Heritage College Lake Macquarie is seeking to appoint a Learning Support Officer commencing Term 1 2023.



"Working Together for Good"

Learning Support Officer (LSO)

Commencing Term 1, 2023

Heritage College Lake Macquarie (HCLM) is an independent, co-educational K - 12 Christian school located in the growing Lake Macquarie area. The school is committed to preparing every child to meet the challenges of a changing world with courage and confidence. The key to unlocking this potential is providing a program of holistic education focused on developing the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

The ideal candidate will demonstrate a personal faith and commitment to the Lord Jesus Christ and a lifestyle consistent with that faith. They will present strong interpersonal skills that values relationships and a desire to make a difference in the lives of students.

The position is a full time or part-time position.

RESPONSIBILITIES:

- Assist students with all school routines and classroom activities
- Assist the classroom teacher in the teaching and learning environment
- Implement Health Care/Behaviour Plans of students with complex needs to support their engagement in learning activities
- Assist the classroom teacher in organising and preparing resources in both the classroom and playground to support teaching and learning
- Perform administrative duties to support and enable effective teaching and learning outcomes for students
- Observe and record student performance data during the implementation of individual education and behavioural programs
- Provide first aid or administer medication of students with health care plans as required and following appropriate, relevant training
- Undertake other related duties as determined by the principal or supervisor

SKILLS / QUALITIES (KEY SELECTION CRITERIA):

- Self-directed, motivated and creative with a desire for excellence
- Well organised and accurate with attention to detail
- Willing to adopt or implement new systems and processes
- Ability to work autonomously, prioritise and meet deadlines
- Ability to actively engage in collaborative teams to build collegial partnerships
- Strong interpersonal skills (able to effectively liaise with parents, staff and students)
- Maintain confidentiality of student and program information
- Have excellent written and oral communication skills
- Issue effective communications / messages to parents, staff and students
- Strong IT skills, including gmail, desktop publishing, data entry, spread sheets
- Able to draft and format documentation (forms, procedures, handbooks)
- Read, interpret and consistently apply school policy and procedures

The successful applicant will also have a warm and welcoming disposition, excellent interpersonal and communication skills, and a demonstrated ability for self-directed work, flexibility, creativity and attention to detail.

REQUIREMENTS FOR WORK:

- All applicants must demonstrate positive support for the College's Christian values.
- All applicants must have a valid Working With Children Check (WWCC).
- Certificate III or IV in School Based Education Support or similar
- Experience working in a school or community environment
- Experience working with children and young people with support needs

APPLICATION:

Should you wish to apply for the position please email your resume to applications@heritage.edu.au by Friday, October 28th 2022.