

INCLUSIVE LEARNING SUPPORT OFFICER

Reporting to:	Inclusive Learning Coordinator Concordia Campus
Location:	Concordia College Concordia Campus, 24 Winchester Street Highgate
Classification:	Lutheran School Officer, relative to the <i>Lutheran Schools SA Enterprise Agreement</i>
Tenure:	Fixed-term part-time
Time Allowance:	12 hours per term week

ROLE DESCRIPTION

The Lutheran School Officer - Inclusive Learning Support Officer provides support and assistance to teachers with the delivery and preparation of the requirements of the College's curriculum, supporting students to achieve their personal best. This support will include working closely with individual and small groups of students on pre-prepared and structured programs under Inclusive Learning and classroom teacher direction.

ESSENTIAL REQUIREMENTS

- a commitment to the faith life of the College and its Lutheran identity
- qualifications and experience commensurate with the role
- experience and high-level skills in using contemporary digital technologies
- current Working with Children Check & RRHAN-EC
- First Aid accreditation
- experience in schools

SELECTION CRITERIA

Student and Teacher support	<ul style="list-style-type: none"> • assisting and liaising • ability to prioritise • general knowledge of disability and reasonable adjustments and accommodations • be familiar with the purpose of a Student Support Plan • other tasks as required
Competencies	<ul style="list-style-type: none"> • a lateral thinker and positive problem solver • shows professional judgement and initiative • strong knowledge of Microsoft O365 and SEQTA or a similar database • provides effective day-to-day support • collaboration • effective prioritisation • communication • high level use of digital technologies • able to multi-task
Personal Qualities	<ul style="list-style-type: none"> • collaborative • supportive, helpful • reliable, confidential and trustworthy • organised and calm • flexibility in hours and tasks • independent and group focused • willing to support others • positive and friendly communication at all times