



ST MONICA'S COLLEGE, EPPING

ROLE DESCRIPTION

POSITION: **SCHOOL OFFICER
EDUCATIONAL SUPPORT**

RESPONSIBLE TO: **FACULTY COORDINATOR OF
SPECIAL EDUCATION**

At St. Monica's College, the School Officer- Educational Support has a wide and varied role. The major role is to work as part of a team alongside the Education Support Teacher to support students funded under the Catholic Education Office's LNSLN program. A secondary role is to assist the Class teacher in facilitating the program of support for these funded students.

DUTIES:

1. Work as a part of a team ensuring the educational, pastoral and social needs of students with learning disabilities are met
2. Assist the Education Support teacher in helping students to develop social interaction with their peers and develop/implement programs to improve self-esteem, communication skills and everyday life skills
3. Assist the Education Support teacher, Year Level Leader and Subject teacher to facilitate the smooth transition to St Monica's and each new year level, for students with learning disabilities
4. Maintain detailed records of each support session with all students
5. Attend camps and excursions to support students when deemed necessary by the Education Support staff
6. Attend Program Support group meetings and take minutes of such
7. Assist the Education Support teachers with administrative duties such as typing, photocopying, taking and making phone calls and preparing resources
8. Carefully assist in maintaining the confidential files of students supported by the Faculty
9. Assist students in the classroom with understanding the tasks required, note taking and the completion of tasks

10. Support the After School Homework program on a roster basis, supporting all students present
11. Keep up-to-date with information on disabilities of our students and how to best manage them
12. Attend Faculty meetings, General Staff meetings, College assemblies, Sports Days and special celebration day of the College.