



ROLE DESCRIPTION – LEARNING SUPPORT OFFICER

- The LSO is a support staff member whose role is to work with teachers in assisting children, particularly those with diverse needs
- The teachers of St. Francis Xavier provide the LSO with a Personalised Learning Plan to cater for the specific needs of the child. The LSO supports the program implementation, as outlined by the teacher, under the direction of the teacher.
- The Learning Diversity Leader is responsible for monitoring the way in which the LSO works with teachers and children in the classroom.

Inherent to the role are the following components:

- Confidentiality at all times
- Support for the teacher
- Accountability to the teacher for the directed implementation of the program
- Ongoing evaluation which may inform student learning plans (PLP's)
- Working with children under the supervision of the teacher
- Availability for additional time, as required, for Professional Development
- Active participation as a member of the Learning Diversity team
- Meeting the expectations required of all St Francis Xavier staff team members by the Principal

STAFF EXPECTATIONS

As a member of the Staff Team of St. Francis Xavier Primary School it is expected that professional conduct will be evident at all times.

The professional conduct of our Staff Team includes:

- * Commitment to the Catholic ethos of our school and to the Mercy tradition
- * Dedication to the role within the school community
- * Loyalty toward one another and the school in general
- * Support and encouragement for one another, for the children, their families and for the wider community with whom we are inextricably linked
- * Attention to our Duty of Care
- * Performance of all duties to maximum effectiveness
- * Positive role modelling through
 - active participation
 - thorough preparation
 - punctuality

- appropriate professional dress

In essence being a member of the St. Francis Xavier Primary School Staff Team means living the values which we experience as Catholic, Christian educators in our school community and at all times acting in a professional manner.

ROLE DESCRIPTION / STATEMENT OF DUTIES– STAFF TEAM MEMBER

All Staff at St. Francis Xavier Primary School are expected to work co-operatively and collaboratively with one another for the good of the children in our care and the members of our Community.

Whilst the Diocese of Ballarat Catholic Education Ltd are our employers, all Staff are required to serve the school in specific duties organised by the Principal.

Staff are required to present in a professional manner at all times and are required to carry out their duties in accordance with school and sector policies and practices.

STAFF ETHICS

Staff are required to maintain the best possible professional demeanour at all times. This includes scrupulous care with language and positive attitudes to children and courtesy to members of the Primary

