

**Position Description**  
**STUDENT LEARNING SUPPORT OFFICER (SLSO) – SHOALHAVEN RIVER COLLEGE**

<b>Job Title:</b>	Student Learning Support Officer (SLSO) – Shoalhaven River College
<b>Responsible To:</b>	The Principal, Shoalhaven Community College
<b>Location:</b>	Bomaderry, NSW
<b>Employment Type:</b>	3 days per week 8.30-3.30pm Wednesday, Thursday, Friday No school holidays worked.
<b>Probation Period:</b>	6 Months
<b>Remuneration:</b>	<p>Educational Services (Schools) General Staff Award 2010. Hourly rate commensurate with award wage for SLSOs excluding superannuation.</p> <p>Our organisation is endorsed by the Australian Tax Office as a Public Benevolent Institution and as such can offer Fringe Benefits Tax exempt salary packaging up to \$15,900 per annum, which has the potential to increase an employee's take home pay by reducing the amount of tax paid.</p>
<b>Date of Issue:</b>	January 2024
<b>Introduction to Shoalhaven River College (SRC)</b>	<p>Shoalhaven River College (SRC) is a small Special Assistance, Alternative High School in Bomaderry for students that may struggle to succeed in mainstream education. SRC commenced operation for 30 Stage 5 students in Jan 2019, introduced Year 11 students in 2020 and Year 12 students in 2021, bringing total student numbers to 60.</p> <p>Our school provides a sustainable means of supporting vulnerable young people at risk of disengaging with education, work and society at a critical time in life. At SRC, academic achievement is equal in value to student welfare, the ability to develop good interpersonal relationships and effective self-management. We strive to give each student the best opportunity for a positive future in post school education or employment activities, having both their academic and wellbeing needs attended to.</p> <p>The goals of SRC are:</p> <ul style="list-style-type: none"> <li>• Providing an educational environment that engages and retains students.</li> <li>• Fostering academic achievement and student wellbeing.</li> <li>• Providing whole of life student support.</li> <li>• Complying with NESA standards for registration of a non-government school and accreditation to deliver the RoSA Curriculum and HSC with ATAR.</li> <li>• Maintaining focus on the vision and desired culture of Shoalhaven River College.</li> </ul>

<b>Role Context &amp; Purpose</b>	<p>SRC operates under the auspices of Kiama Community College Ltd. (KCC Ltd.). The SRC Principal is responsible for the day to day operation of the school. The SLSO reports to the Principal. The SLSO will support teachers and students to progress learning.</p> <p>The SLSO at SRC will:</p> <ul style="list-style-type: none"> <li>• Support the school program and the SRC team to progress the learning and development of students.</li> <li>• Involvement in working with student needs either in a one on one, small group or whole class situation as requested by the classroom teacher and in accordance with IEPs and as agreed in student wellbeing discussions.</li> <li>• Contribute to the school's prescribed culture and achieving the school's vision and purpose.</li> <li>• Ensure adherence to the measures in place to provide a safe learning environment where students progress from both an academic and wellbeing perspective.</li> <li>• Abide by emergency procedures, risk management and compliance within national and state educational legislative frameworks.</li> <li>• Collaborate with other staff for continuous improvement.</li> </ul>
<b>Working Hours</b>	<p>This is a permanent part time role, 3 days a week. The incumbent is not required to work during school holidays and has the option of either being on leave without pay for periods of school holidays excluding 4 weeks paid annual leave or annualising their salary.</p>
<b>Qualifications</b>	<p>Minimum Certificate III in Education Support OR extensive experience in educational support</p>
<b>Duties &amp; Responsibilities:</b>	<p><b>Whole-of-school culture</b></p> <ul style="list-style-type: none"> <li>• Ensure the integrity of the SRC philosophy and attainment of school purpose through modelling and re-inforcing prescribed culture and values.</li> <li>• Work collaboratively with the Principal and all other SRC staff to ensure SRC's success and continual improvement.</li> <li>• Ensure a student-centred, outcomes focused approach is implemented to ensure both academic achievement and student wellbeing are progressed.</li> </ul> <p><b>Curriculum, Teaching and Learning</b></p> <ul style="list-style-type: none"> <li>• Supporting teachers in ensuring high quality teaching according to the Australian Professional Standards for Teaching.</li> <li>• Assist in alternative learning strategies and methods of delivery that suit the educational needs to identified students.</li> <li>• Demonstrate ability to use a range of educational resources to provide identified students with a variety of learning experiences which meet the needs of students.</li> <li>• Report on student progress as and when required.</li> <li>• Assist to deliver learning or educational assessments as required.</li> <li>• Support and promote individual academic achievement, engagement, learning and development.</li> <li>• Participate in regular collaborative reviews and evaluations of educational improvement priorities (e.g. curriculum planning, lesson planning, assessment, program review) with the Principal and teaching team.</li> </ul> <p><b>Student Welfare</b></p> <ul style="list-style-type: none"> <li>• Adhere to all child protection procedures and requirements including the role of mandatory notifier.</li> <li>• Ensure that every student is given a fair chance and choice in all opportunities</li> <li>• Strive to independently administer day-to-day behaviour management strategies of students, referring to other SRC staff when necessary.</li> <li>• Report any incident, accidents or concerns to the Principal at the earliest possible time and ensure reporting policies and procedures are followed.</li> <li>• Maintain student and staff confidentiality, while following appropriate procedures for notifying other staff where required by SRC policy or legislation.</li> </ul>

	<ul style="list-style-type: none"> <li>Consult with teachers and refer to SRC's Student Wellbeing Officer as often as appropriate for case management and individual support of the students to ensure that all learning support, special education and whole of life needs are met.</li> <li>Actively support referrals of the young people to services that may better suit their needs.</li> <li>Access the systems and resources that are in place to address the welfare needs of each student in a safe, responsive and harmonious teaching and learning environment. This includes attending and participating in student welfare meetings with other school staff.</li> <li>Effectively support students on school premises and on excursions etc.</li> </ul> <p><b>School regulatory and legal obligations</b></p> <ul style="list-style-type: none"> <li>Comply with relevant SRC Policies and Procedures and take necessary action when there is a breach.</li> <li>Ensure Workplace Health and Safety requirements are met.</li> <li>Ensure that students develop within their own plans</li> <li>Develop and practice accepted safety procedures in the learning environment.</li> </ul> <p><b>Profile and standing of the School</b></p> <ul style="list-style-type: none"> <li>Foster positive and productive relationships between the School and the local community and be an excellent representation of the School to parents and the wider community.</li> </ul> <p><b>Participate as a member of Shoalhaven River College and the wider Kiama Community College Inc. team</b></p> <ul style="list-style-type: none"> <li>Commit to following, and support the development of, policies and procedures of SRC and KCC Ltd.</li> <li>Attend meetings and professional development training as required.</li> <li>Actively promote the SRC philosophy.</li> <li>Maintain privacy, confidentiality and safety in work practice.</li> <li>Support management initiatives for the growth and development of SRC.</li> <li>Manage risk, health and safety practices within role.</li> <li>Participate in school activities including but not limited to; school camps, excursions, graduations, open days, fundraising etc.</li> </ul> <p>This position description is not exhaustive. The SLSO will be required to perform additional duties which may be reasonably required.</p>
<b>Reporting to this position:</b>	<ul style="list-style-type: none"> <li>Nil.</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>Principal</li> <li>Teachers</li> <li>Student Wellbeing Officer</li> <li>Administration Staff</li> </ul>

### Selection Criteria

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<b>Responsible To:</b>	The Principal, Shoalhaven River College
<b>Location:</b>	Bomaderry, NSW
<b>Employment Type:</b>	Permanent Part time 8.30-3.30pm Wednesday, Thursday, Friday No school holidays worked.
<b>Date of Issue:</b>	January 2024
<b>Essential Criteria:</b>	<ul style="list-style-type: none"> <li>• Experience in working as an SLSO in either a mainstream school or alternative education setting.</li> <li>• Experience and passion for working with disadvantaged and at risk young people / adolescents.</li> <li>• Effective high level communication and interpersonal skills.</li> <li>• Demonstrated knowledge and acceptance of the culture and nature of youth culture, with the ability to develop effective working relationships.</li> <li>• Ability to work unsupervised and as part of a team.</li> <li>• Ability to use current technology platforms in an educational setting.</li> <li>• Stress management, time management and organisational skills.</li> <li>• Current Working with Children Check from the NSW Office of the Children's Guardian.</li> <li>• Current NSW National Police Records Check.</li> </ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>• Experience in Special Assistance Educational Setting.</li> <li>• Certificate III in Education Support OR extensive experience in education support</li> <li>• Sound crisis management skills.</li> </ul>
<b>Reporting to this position:</b>	<ul style="list-style-type: none"> <li>• Nil</li> </ul>
<b>Key Relationships</b>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Teachers</li> <li>• Student Wellbeing Officer</li> <li>• Administration Staff</li> </ul>