NSW DEPARTMENT OF EDUCATION

Statement of Duties - School Learning Support Officer

The NSW Department of Education serves the community by leading the provision of world-class education. The Department protects young children by regulating preschool and long day care providers. Once children move into school, we provide them with a world-class primary and secondary education. We also work to advance the wellbeing of Aboriginal people.

Primary Purpose of the Classification

School Learning Support Officers provide support for students with identified diverse learning needs including disability in classrooms and other learning environments under the direction and supervision of a teacher to support the achievement of educational outcomes. This support includes student welfare, health and wellbeing activities as required. In addition, School Learning Support Officers may provide specific support for students in the following streams or settings: pre-school, vision support, hearing support, and bilingual. School Learning Support Officers working in these streams/settings have specific additional duties, in addition to the general duties for School Learning Support Officers that are required to be performed.

Reporting

School Learning Support Officers work under the supervision and direction of a teacher. School Learning Support Officers work as part of a learning and support team to assist in the development and implementation of a learning and support program or pre-school program.

The degree of supervision, direction and guidance provided by teaching staff will be determined by the work being undertaken by the School Learning Support Officer, and informed by the Department's policies, procedures and risk management practices.

General Duties

A School Learning Support Officer is required to:

- Assist students with school routines and classroom activities.
- Assist the classroom teacher in the teaching and learning environment (both on and off school premises), including the implementation of individual educational programs and individual transition programs.
- Assist and support students to develop independent living and pre-vocational skills including through travel training, transition, excursions and work experience programs.
- Implement the health care plans or behaviour plans of students with disability or behaviour disorders 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.
- Participate in student welfare and wellbeing activities as required.
- 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 educational and behavioural programs.
- Assist with toileting and personal care needs of students at all ages and dependency levels, including washing, bathing, showering, dressing and changing.
- Bag any soiled items of clothing and return to parent/carer.

- Dispose of nappies and used sanitary items.
- Manage lost property and clothing pools and wash soiled school items using school equipment.
- Assist students with food preparation, eating and drinking.
- Provide first aid related to this role and administer medications including activities related to diabetes management - such as blood glucose measurement, administration of insulin, management of an insulin pump, administration of glucagon; and administration of medication via identified route including oral, nasal, buccal, eye, ear, gastrostomy button or tube or nasogastric tube.
- Administer medication rectally or via injection in an emergency or as required under a student's Health Care Plan.
- Document any intervention provided to students in the appropriate register maintained at the school.
- Undertake other related duties as determined by the principal or supervisor.

It should be noted that supervision of students with severe and/or multiple, physical and/or intellectual disabilities or behaviour disorders may involve:

- frequent physical lifting, also involving moving students from one piece of equipment to another;
- serving as part of a multi-disciplinary team in the development and implementation of individual educational programs; and
- communicating with students using the most appropriate assistive technology device to meet the needs of the student.

Equipment and resources to support student learning

School Learning Support Officers are required to:

- Operate classroom equipment, for example electronic whiteboards, computers etc
- Arrange classroom furniture/equipment where required
- Assemble and distribute learning materials and resources
- Operate equipment to support student mobility e.g. hoists and standing frames, subject to the provision of training

Specific Duties

In addition to the general duties listed above, School Learning Support Officers are required to undertake the following specific duties and responsibilities depending on the setting or stream in which they are employed.

<u>Health Support</u>

An SLSO may only provide health support for students:

i) To relieve for an SLSO (SHS)
ii) To relieve for an absent SLSO (SHS)

Such relief will attract the health support allowance in accordance with clause 5.9.3 of the SAS Staff Award for the following duties:

- Enteral feeding
- Tracheostomy suctioning
- Oral suctioning

- Clean intermittent catheterisation
- Supporting student to undertake clean intermittent catheterisation
- Diabetes management including BGL measurement, administration of insulin, management of an insulin pump, administration of glucagon
- Administration of medication via prescribed route including oral, nasal, buccal, eye, ear, rectal, injection, gastronomy button or tube or nasogastric tube
- Ostomy care
- Seizure management
- First aid

School Learning Support Officer Pre-School – Specific Duties

- Supporting the learning and behaviour of pre-school children in the delivery of the daily pre-school program.
- Regular cleaning and minor maintenance of pre-school toys, furniture and equipment.
- Stocktake of furniture, equipment and learning resources.
- Preparation of morning and afternoon tea and associated activities.

School Learning Support Officer Hearing Support – Specific Duties

- Provide support for hearing technologies used by the student
- Implement the personalised learning and support plan, for example oral interpreting or note taking
- Provide sign interpreting services if required in classrooms for school activities.
- The maintenance and expansion of the sign language skills of students, teachers, families and members of the wider school community.
- Travel as required consistent with the duties of this role.

School Learning Support Officer Bilingual – Specific Duties

- Support the settlement and transition of newly arrived students who are learning English as an additional language or dialect (EAL/D), including refugees.
- Provide bilingual support to newly arrived EAL/D and refugee students to assist learning and wellbeing.
- Facilitate communication between the school and parents/carers.
- Assist staff to support the transition and settlement needs of newly arrived EAL/D and refugee students and their families.
- Support the school in fostering positive relationships with newly arrived migrant and refugee families and communities.
- Support school executive staff and teachers in communicating with parents/carers of supported students.

School Learning Support Officer Vision Support – Specific Duties

- Transcribe, produce and duplicate braille, tactile, large print or electronic format models and diagrams.
- Order, catalogue, record, package, despatch and receive braille, tactile, audio, large print and computer format information and materials.
- Provide computer links with other schools, network offices and the State Braille and Large Print Service concerning communication, transmission and receipt of information regarding braille, tactile and large print materials.
- Implement the personalised learning and support plan.
- Implement and operate other technologies to improve vision accessibility to assist students as requested.
- Travel as required consistent with the duties of this role.

Skills/ Work Experience and Qualifications - School Learning Support Officers will need to satisfy the following requirements depending on the specific setting or stream in which they are employed:

SLSO	Essential	Desirable
Qualifications/Certifications	Working with Children Check Clearance Completion of mandatory training required by the Department of Education and a willingness to undertake first aid training relevant to the School Learning Support Officer role. Administration of Medications – training to be provided based on student needs. Health support training to be provided based on student needs.	Certificate I, II or III in Education Support or similar First Aid Certificate
Skills/Work Experience	Demonstrated ability to work effectively as part of a team. Ability to work with students with emotional, physical or intellectual disabilities. Awareness of the needs of students with emotional, physical or intellectual disabilities. Effective communication skills.	Experience working in a school or community environment. Experience working with children and young people with support needs. Experience working as a carer. Experience implementing daily care routines. Experience working in an office undertaking administrative duties.

SLSO Pre-School	Essential	Desirable
Qualifications/Certifications	On appointment must be working towards or hold an Australian Children's Education and Care Quality Authority (ACECQA) approved Certificate III in Children's Services or	First Aid Certificate

	Certificate III in Early Childhood Education and Care. Working with Children Check Clearance Completion of mandatory training required by the Department of Education and a willingness to undertake first aid training relevant to the School Learning Support Officer role. Administration of Medications – training to be provided based on student needs. Health support training to be provided based on student needs.	
Skills/Work Experience	Demonstrated ability to work effectively as part of a team. Ability to work with students with emotional, physical or intellectual disabilities. Ability to work with young children. Awareness of the needs of young children. Effective communication skills.	Experience working in a pre-school setting. Experience working with children and young people. Experience implementing daily care routines. Experience working in an office undertaking administrative duties.

SLSO Hearing Support	**Essential**	**Desirable**
Qualifications/Certifications	Working with Children Check Clearance Completion of mandatory training required by the Department of Education and a willingness to undertake first aid training relevant to the School	Certificate I, II or III Education Support or similar Qualified as a sign interpreter for example in Auslan. Experience in using Makaton or Key Word Sign

	Learning Support Officer role. Administration of Medications – training to be provided based on student needs. Health support training to be provided based on student needs.	First Aid Certificate
Skills/Work Experience	Demonstrated ability to work effectively as part of a team. Ability to work with students who are Deaf or hard of hearing. Awareness of the needs of students who are Deaf or hard of hearing. Effective communication skills. Willingness to engage with Auslan or assistive technology based on the needs of the student.	Experience working in a school or community setting Experience working with children and young people. Experience as a sign interpreter. Experience working in an office undertaking administrative duties.

SLSO Bilingual	**Essential**	**Desirable**
Qualifications/Certifications	Working with Children Check Clearance Completion of mandatory training required by the Department of Education and a willingness to undertake first aid training relevant to the School Learning Support Officer role. Administration of Medications – training to be provided based on student needs.	Certificate I, II or III Education Support or similar. First Aid Certificate
Skills/Work Experience	Fluency in a relevant	Fluency in the language

	community language Fluency in English Demonstrated ability to work effectively as part of a team. Ability to work with newly arrived English as an additional language or dialect (EAL/D) and refugee students and their families. Understanding of the needs and experiences of newly arrived migrant and refugee families. Knowledge of local communities.	spoken by supported students. Experience working in a school or community setting. Experience working with children and young people. Experience working in an office undertaking administrative duties.

SLSO Vision Support	**Essential**	**Desirable**
Qualifications/Certifications	Working with Children Check Clearance Completion of mandatory training required by the Department of Education and a willingness to undertake first aid training relevant to the School Learning Support Officer role. Administration of Medications – training to be provided based on student needs. Health support training to be provided based on student needs.	Certificate I, II or III in Education Support or similar. Literacy in Braille. First Aid Certificate
Skills/Work Experience	Demonstrated ability to work effectively as part of a team. Ability to work with students requiring vision support. Awareness of the needs of	Experience working in a school or community setting. Experience working with children and young people. Experience working with

	students requiring vision support. Effective communication skills.	braille resources. Experience working with a variety of vision accessibility technologies. Experience working in an office undertaking administrative duties.