NSW DEPARTMENT OF EDUCATION

Statement of Duties – School Learning Support Officer, Student Health Support (SLSO SHS)

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 Role

School Learning Support Officers (Student Health Support) 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. The main focus of the School Learning Support Officers (Student Health Support) is the performance of health support as required so that students can participate in and access educational programs.

Reporting

School Learning Support Officers (Student Health Support) work under the supervision and direction of a teacher. School Learning Support Officers (Student Health Support) work as part of a learning and support team to assist in the development and implementation of a learning and support 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 (Student Health Support) and informed by the Department's policies, procedures and risk management practices.

Specific health support duties

A School Learning Support Officer (Student Health Support) is required to undertake all relevant health support for students including, subject to the provision of appropriate training, but not limited to the following.

- 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

General Duties

A School Learning Support Officer (Student Health Support) 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, health care support, administer medications and document any intervention provided to students in the appropriate register maintained at the school.

Equipment and resources to support student learning

School Learning Support Officers (Student Health Support) are required to:

- Operate classroom equipment eg: 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.

Other Duties

Undertaking other related duties as determined by the principal or the supervisor.

Skills/ Work Experience and Qualifications

School Learning Support Officers (Student Health Support) will need to satisfy the following requirements depending on the specific setting or stream in which they are employed:

SLSO (SHS)	Essential	Desirable
Qualifications/Certifications	Working with Children Check Clearance Completion of mandatory training required by the Department of Education to undertake first aid, administration of medications and health care procedures training.	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.