

## Role Description & Employee Specification

| DETAILS                                      |                                                                         |
|----------------------------------------------|-------------------------------------------------------------------------|
| Position Title:                              | LSO - Curriculum                                                        |
| Reports to:                                  | Principal and/or their delegate                                         |
| Staff member:                                |                                                                         |
| Tenure:                                      | Contract part-time                                                      |
| Standard Terms and Conditions of Employment: | Lutheran Schools SA Enterprise Agreement 2024                           |
| Classification:                              | Lutheran School Support Officer Level 2                                 |
| Workings Hours:                              | 8:30 to 1:00 pm                                                         |
| Working Days:                                | Monday - Friday                                                         |
| Working Weeks:                               | Term Weeks: 5 Days Per Week – 22.5 hours per week (until end of Term 4) |

### Summary

The Curriculum LSO provides support for student learning and wellbeing, using prepared activities and resources under the supervision and instruction of teachers.

### Use of knowledge

- Has the technical knowledge or experience to perform a wide variety of duties usually without technical instruction
- Seeks information and advice as necessary

### Use of skills and problem solving

- Applies a range of well-developed skills to a variety of predictable problems and occasional unpredictable problems consistent with their knowledge

### Control, Authority and Decision making

- Some discretion is required within specified guidelines

### Judgement

- Interprets available information using discretion and judgement

### Responsibilities and Accountabilities

- Takes responsibility for determining methods and procedures required to achieve specified outcomes
- Receives instruction on unusual, non-routine, difficult features or new practices

### Working Relationships

The position is accountable to the Principal through their delegate, the Deputy Principal. Day to day support is provided through the Learning Support Coordinator.

Curriculum LSOs work closely with classroom teachers and receive instruction on day-to-day tasks from classroom teachers.

### Special Conditions

Attendance at out of hours or non-term time school events is required from time to time e.g. whole school closing service, school concerts, staff professional learning. Additional hours will be paid in line with the *Lutheran Schools SA Enterprise Agreement 2024*.

### Statement of Key Outcomes and Associated Activities

The following responsibilities are an indicative list to be undertaken.

The LSO – Curriculum will:

#### Student and Learning Support

- 1.1 Assist with the collection, preparation, and distribution of classroom materials;
- 1.2 Assist with clerical duties associated with normal class activities (e.g. maintain or record student test results, etc);
- 1.3 Assist teachers with the care of students on school excursions, sports days, and other classroom activities;
- 1.4 Assist with student learning activities using prepared and structured programs either, individually or in groups;
- 1.5 Assist teachers with implementation of learning programs such as ESL Support, Literacy and Numeracy Support, MiniLit, MacLit etc.; and
- 1.6 Supervise students with formally identified special needs.

### Employee Specification and Characteristics

| EDUCATIONAL/VOCATIONAL QUALIFICATIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Training for mandated notifiers – RRHAN - EC</li> <li>• Current satisfactory WWCC</li> <li>• Current Senior First Aid Training</li> <li>• Evidence of prior experience in a similar position or post-secondary qualifications at Certificate 3 level in Children's Education and Care</li> </ul>                                                                                                                                                                                                                                                                                                                                                              |
| PERSONAL SKILLS, ABILITIES AND APTITUDE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <ul style="list-style-type: none"> <li>• Demonstrated effective skills in implementing prepared learning activities</li> <li>• Excellent communication and interpersonal skills</li> <li>• Ability to actively engage with and support the ethos of St Mark's Lutheran School</li> <li>• Demonstrated organisational ability and attention to detail</li> <li>• Demonstrated levels of discretion, confidence, flexibility, initiative, perseverance, emotional stability and resourcefulness necessary to contribute to St Mark's learning community.</li> <li>• Genuine desire to work with children</li> <li>• Demonstrated ability to work effectively and contribute as part of a team</li> </ul> |
| KNOWLEDGE AND EXPERIENCE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <ul style="list-style-type: none"> <li>• Relevant or related experience at a similar level</li> <li>• An understanding of learning in a primary school setting</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |