



# Job and Person Specification

## Early Years Lutheran Support Officer

### NAVIGATOR COLLEGE

Navigator College is an ELC to Year 12 co-educational College. The College is situated in the picturesque city of Port Lincoln, South Australia. Navigator College is an authorized Primary Years Program and a Middle Years Program College with the International Baccalaureate Organisation World School. We have a strong commitment to inquiry based, integrated curriculum.

Navigator College provides an excellent opportunity for staff to become part of a highly committed, professional team, working together to create a caring College environment of which students, parents/caregivers and staff can feel justifiably proud.

Applications are invited for the following position:

### Early Years Lutheran Support Officer (LSO)

**Title of Role:** Early Years Lutheran School Officer

**Tenure:** part-time contract

**Hours:** approximately 1 day per week (term time)

**Position Classification:** LSO Grade 2

#### 1. Summary

The role of the Early Years Lutheran School Officer (LSO) is to assist in the support of students within the College. They will work under the guidance of the ELC Director and Classroom Teachers to provide support programs, to enable access to learning for students and to assist the staff in the management of students and the classroom.

Our primary focus in curriculum support is child-centred, however on occasion, the role of an Early Years LSO may include, but is not limited to, some other duties including undertaking cleaning within the Centre (e.g. table tops, toilet area, equipment used) during the sessions, setting up activities for both within the room and playground setting, preparing resources and other general administrative tasks as requested by the ELC Director or Classroom Teachers.

It is also expected that the Early Years LSO will maintain effective and ongoing communications with all relevant staff to ensure the best opportunities are readily available to College students.

#### 2. Use of Knowledge

The Early Years LSO is required to demonstrate relevant theoretical knowledge, have sound literacy and mathematical knowledge and understanding, and perform a wide variety of duties without continual technical instruction. The Early Years LSO will be able to apply their knowledge of and support what play-based learning includes and promotes. The Early Years LSO will seek information and advice as necessary.



### **3. Use of Skills and Problem Solving**

The Early Years LSO will have a good range of strategies and skills to support students in their literacy and mathematical attainment. The Early Years LSO will also have effective behaviour management strategies to support the staff and be able to build students' self-esteem and confidence.

### **4. Judgement**

The Early Years LSO will exhibit a balanced and open-minded judgement in line with the school culture, the College's Inclusion Policy and instruction from teachers and ELC Director.

### **5. Responsibilities and Accountabilities**

The Early Years LSO is directly responsible to ELC Director. They are responsible in assisting students in meeting goals set by the teachers as well as facilitating rich and engaging play-based learning opportunities for learners.

### **6. Working Relationships**

The Early Years LSO is accountable to the ELC Director, Head of Junior School, Business Manager and the Principal. The incumbent will seek direction from the ELC Director/Teacher for day-to-day supervision. Although the Early Years LSO will have no direct supervision of staff, they will liaise closely with other College staff, including other support officers, and the students of Navigator College.

### **7. Special Conditions**

The Early Years LSO is employed under the terms and conditions specified in the current Lutheran Schools SA Enterprise Agreement. Out of business hours involvement may be required and all overtime will require the approval of the Business Manager in consultations with the Principal.

### **8. Statement of Key Outcomes and Associated Activities**

The role of the Early Years LSO encompasses, but is not limited to, activities within the following key areas:

#### **General Support**

- Maintain records regarding student learning needs for staff.
- Have knowledge of and comply with policies and procedures relating to College expectations, particularly relating to student welfare and health and safety.
- Acknowledge and support differences and ensure all students have equal access to opportunities to learn and develop.
- Contribute positively to the overall ethos of the College regarding inclusion of all students.
- Appreciate and support the role of teaching staff.
- Attend and participate in relevant meetings as required.
- Participate in training, other learning activities and performance development as required.
- Assist with the supervision of students at lunchtimes when rostered to do so.
- Accompany teaching staff and students on excursions and other out of school activities as required. This can involve taking responsibility for a group under the supervision of the teacher.
- Recognise own strengths and areas of expertise and use these to support others.
- Maintain clean, hygienic environment by contributing to weekly cleaning roster within our ELC.

## Student Support

- Assist with the implementation of student support programs.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in classroom activities.
- Adjust curriculum tasks according to student need in consultation with the teacher.
- Support the use of ICT in learning activities.
- Promote the self-esteem and independence of students.
- Under the direction of the teacher, work with small groups of students and take responsibility for their learning.
- In the case of any emergency, undertake duties as per the emergency and evacuation procedures of the College, paying particular attention to assisting students to follow instructions.
- Encourage students to interact appropriately with each other.
- Assist with students play and general needs.
- Provide assistance to teachers in the classroom in such activities as: working with small groups, providing feedback to teachers and professionals, assisting with group times, tidying up throughout the day, assessing sight words.

## Staff Support

- On infrequent occasions, assist with the preparation of resources for teaching staff.
- Create and maintain a purposeful, orderly and supportive environment.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Provide feedback to ELC Director and teachers regarding student achievement, progress, problems, etc.
- Promote positive student behaviour, and encourage students to take responsibility for their own behaviour. When required, report inappropriate behaviour to the teacher; for further follow up and consequences.
- Assist the teacher in supervising and providing support for students, including those with special needs ensuring their safety.

## ELC Director Support

- Implementing strategies as guided by the ELC Director/Teacher.
- Prepare and collate materials from time to time.
- Supervise students in their play.
- Implement prepared or prescribed intervention programs 1:1 or to small groups.
- Help manage area and tidy environment as per weekly cleaning roster.
- Other duties as determined from time to time.

# **PERSON SPECIFICATIONS**

## **1. Educational/Vocational Qualifications**

- Experience within an Early Childhood environment is desirable.
- Confidence in English and Mathematics will be beneficial.
- Once appointed, meet the Lutheran Schools requirements regarding First Aid, Responding to Abuse and Neglect and Valuing Safe Communities etc.
- The applicant needs to have begun or completed an approved National Quality Framework (NQF) qualification.

## 2. Personal Skills, Abilities and Aptitude Skills

- High level skill and understanding of technologies.
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines.
- Well-developed communication skills (phone, email, written correspondence).
- Interpersonal skills that portray a supportive and non-judgemental atmosphere.

### Abilities

- Maintain a caring and supportive environment that ensures students with learning needs can reach their full potential.
- Work cohesively in a team environment as well as working autonomously where required.
- Have an attention to detail so that little or no rework is required.
- To use diplomacy, discretion and tact as required in a professional work environment.
- To operate with the strictest of confidence.
- Provide positive, enthusiastic support to staff, students and parents/caregivers.
- Relate well to children and adults.
- Understand various classroom roles and responsibilities and understand the role of support within these.

### Aptitude

Characteristics considered necessary for successful outcomes in this position:

- We are serious about Christianity at Navigator College, so as we search for new staff, an active (regular worshipping) involvement in a Christian Congregation will be highly regarded. We do however see our staff as a mission field too, and where there is evidence of a Christian background, an obvious desire to grow spiritually, and to strongly and openly support our Christian ethos, we would encourage applications to be submitted. The ability to provide a pastoral referee will be a consideration for the selection panel.
- Friendly disposition and helpful nature.
- Have an interest in support and serving others.
- Have sound standards in dress, appearance and speech.
- Possessing the ability to promote positive staff morale and a team ethic.
- Ability to work as part of a team, committed to excellence.
- A high level of integrity in work ethic.
- A personal commitment to the College's Vision and Mission and to ensure all students have equal opportunity to meet their full potential.
- Demonstrate a desire to work with students with special learning needs.
- Displaying high levels of responsibility and accountability.
- Displaying an ability to adapt to a new and changing environment.
- Being committed to undertaking out-of-hours activities related to promotional and educational aspects of the College, e.g. Twilight Markets and End of Year Service.
- An ability to respond to recommendations for improvements to current practice and procedures.

## 3. Experience

Experience in an Early Childhood environment within a school is preferred.

## 4. Knowledge

- Awareness of practices and procedures within education relating to the welfare safety and education of children.
- Demonstrate some relevant theoretical knowledge in relation to students with barriers to learning, literacy and numeracy. Hold a strong desire for continued learning in this area.

## 5. Classification Level

- The position of Lutheran School Officer carries a Classification Level of Lutheran Schools Curriculum Officer Grade 2. (Refer to the guidelines in the current Lutheran Schools SA Enterprise Agreement for additional details relating to roles and responsibilities at this Grade Level).

## 6. Performance Standards and Review

- An annual Performance Review is undertaken with the ELC Director to determine capacity to meet the demands of the role; where additional skill training is required and what level of job satisfaction is being obtained. The basis of the Performance Review is utilising the Key Outcomes and Associated Activities (as described in the Job Description).

## Applications Close

**Applications close:** By close of business, Monday, 21<sup>st</sup> June 2021

Applications are invited for this position and should address the Job and Person Specification and include a resume with three referees (two professional and one pastoral). Applications are to be marked **CONFIDENTIAL** and directed to the Principal:

Mr Stephen Jude  
Principal  
PO Box 3199  
PORT LINCOLN SA 5606

Electronic Applications are welcome and should be emailed to: [principal@navigator.sa.edu.au](mailto:principal@navigator.sa.edu.au) with the subject line reading **CONFIDENTIAL**.

### **Any enquiries regarding the positions should be directed to:**

Ms Amy Blacker  
Principals Assistant  
[ablacker@navigator.sa.edu.au](mailto:ablacker@navigator.sa.edu.au)  
Phone: (08) 8682 5099