

Student Support Officer (Secondary School)



Position Description

Employment Type:	Temporary Part-time
Normal Hours:	Hours per week to be determined, 40 weeks of the year (Terms plus Week 0)
Classification:	Grade 2 of the Administration Stream; Business Support Classification of the St John's Enterprise Agreement 2023 or it's replacement.
Area of Responsibility:	Learning Support
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Heads of Learning Support

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young men and women with a social conscience who can contribute to society, and leaders who want to journey through life with tolerance and compassion for others.

Position Objective

A member of the Learning Support team located on the Secondary Campus, this position provides support for students with identified learning needs. At enrolment, specific learning needs are identified and individual student plans are developed for each student included in the program. The support provided can be given in the classroom or in small groups. The Learning Plans are modified over time.

Working Relationships

This position reports to the Deputy Principal, via the Heads of Learning Support and works with teaching and other support staff on a daily basis.

Position Responsibilities

1. Provide support for students with complex needs, including behaviour, ASD, mental health, intellectual and physical needs
 - Assist students with complex needs in the classroom, individually and in small groups
 - Support in the development of behaviour plans, to support students to have greatest opportunity to access the curriculum
 - Manage student behaviour where appropriate in relation to duty of care and WHS, with the support of the classroom teacher
 - Work closely with classroom teachers to provide learning support in the classroom

Learning to Soar

- Apply the adjustments outlined in the ISP
 - Assist with the identification of learning needs in the classroom
2. Work with individual students including:
 - Simplifying tasks, clarifying tasks, breaking work into simple steps, planning outlines, finding relevant information in research tasks or in comprehension, scribing, reading, identifying relevant information, assisting with internet access and other areas as necessary
 - Supporting students to regulate, including helping them to take short breaks from the classroom and action their individual regulation strategies
 - Communicating with teaching staff on issues that affect the students' wellbeing
 - Supervising students in tests/exams
 - Providing WHS support for vision impaired or students at risk in practical subjects like Design & Technology, Food Technology, Physical Education and Science
 - Supporting students on work experience and excursions
 3. Assist in adjusting mainstream academic tasks to suit specific needs. This may include:
 - Adjusting specific activities and varying the use of resources
 - Developing learning aids that will enhance learning outcomes
 - Selecting modified reading texts on specific topics
 - Support the use of assistive technologies to help access to learning activities
 4. Administrative assistance in keeping records current, meeting reporting requirements and in planning and preparing for units of learning.
 5. Assisting with communication to parents and teachers.
 6. Any other duties as required that will enhance the learning outcomes of students with identified learning needs.
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Candidate Profile

Qualifications

Desirable

- Cert III or Cert IV level qualifications in Special Education, Education Support
- Current First Aid Certificate, WWCC and Responding to Risk of Harm, Abuse and Neglect (RRHAN); if these are not current, the School will provide the resources to complete them.

Experience

Desirable

- Experience supporting students with a range of learning support needs.

Skills and Abilities

- Ability to ensure positive outcomes for students with complex needs
- Skill in using assistive technology to support students
- Ability to work to develop a progressive model to meet the needs of diverse students
- Ability to develop positive working relationships with the school community including students, parents and other school staff.
- Excellent communication and interpersonal skills
- Understanding of and ability to maintain confidentiality.

- Excellent organisational skills.
- Ability to exercise judgement and initiative to resolve issues.
- A passion for supporting students with disabilities to access the curriculum.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
- Participate in an annual review of performance in the role and review of this Position Description.

Special Conditions

- Some out of hours work may be required.
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PRINCIPAL

St John's Grammar School

November 2025

