



1901  2021
ST. PHILOMENA'S
CATHOLIC PRIMARY SCHOOL
Anchored in Faith, Learning and Love for 120 years

"St. Philomena's School is committed to high-quality Catholic education in a loving family environment."

School Support Officer (SSO)

Rationale:

School Support Officers are vital to the RTI model in St Philomena's. In collaboration with teachers, support and teacher and principal the SSO provides tailored support to all students at St Philomena's. Each SSO understanding their importance in living out of school mission, "St Philomena's School is committed to high-quality Catholic education in a living family environment."

The role reports to:

Principal via:

1. Support Teacher
2. Teachers

Key Accountabilities:

- Autonomy to create a timetable and learning environment in collaboration with the teacher and support teachers that allows
 - Tier 2 programs to be completed correctly
 - At a time best suited for maximum learning in class
 - At the Zone of Proximal Development (ZPD hereafter) of each child.
- A positive view of life
 - Our core catholic value is visible in words, behaviour and work for both students and staff.
- Assessment Data PRE (for) - DURING (as) - POST (of)
 - Identification data - PAT R & M - Teacher assessment data - DIBELS - PRE (for)
 - Specific tier 2 program data - DURING (as)
 - With teachers and support teacher continual collaboration on what the data is revealing so that ZPD can be maintained.
- Completion of COVID administration at 10% of the funding allocation.

Key Work:

- Timetable - ATTACHED HERE
- Collaboration notes - Ideally kept on COMPASS using the support drop down menu
- Assessment DATA - Spread Sheet ATTACHED

- Programs Listed
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- Completion and understanding of Code of Conduct PL

Whilst every effort has been made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from the School Executive to undertake work of a similar level that is not specified in this job description.

Implemented March 2021

Updated June 2023

