

St John's Regional College is a Catholic Co-Educational College, with a proud Lasallian and Presentation Heritage and is governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

St John's Regional College is committed to Child Safety and Wellbeing. All employees are required to have a sound knowledge of Child Safety Standards, Policies and Procedures and adhere to the Child Safety Code of Conduct.

The staff of St John's Regional College are our most valuable resource. Every feature of our curriculum depends on the excellence of the teaching staff and the efficient daily operations of the College relies on the efforts of all staff.

All people who carry out work in any capacity for MACS is required to acknowledge and accept that in the performance of their duties and responsibilities, they act consistently with the Statement of Mission and the Code of Conduct for MACS staff.

KEY RESPONSIBILITY AREAS AND DUTIES

POSITION OBJECTIVES

The role of the Learning Diversity team at St John's Regional College is to provide an inclusive education, enhancing educational opportunities for all students. The full inclusion of students with disability has a positive impact upon the learning and teaching environment for all. The Response to Intervention (RtI) model informs the structure of the Learning Diversity team and the educational programs offered to students with disability in accordance with the Disability Standards for Education (2005).

Learning Support Officer's work with the Learning Diversity Leader and Subject Teachers to support the learning of students in Years 7 to 12, across all Learning Areas in order to;

- Maximise all students' participation within the curriculum;
- Support students whilst encouraging independence and social inclusion;
- Assist subject teachers in providing an inclusive education for all students.

KEY RESPONSIBILITIES

Responsible to:

The Learning Support Officer is an Education Support Employee appointment responsible to the Learning Diversity Leaders and Business Manager.

Collaborates with:

The Learning Support Officer is guided by the College Learning Diversity Leaders. This role also involves collaboration with Classroom Teachers, Literacy & Numeracy Support Teachers, House Coordinators, Homeroom Teachers and other relevant College personnel regarding the most effective ways of supporting students' learning.

General Duties

- Assist with administrative duties associated with regular school activities as required
- Assist with the collection, preparation and distribution of learning materials when instructed to do so
- Keep records of support provided to students and record on SEQTA as NCCD evidence

- Attend to students' personal needs including toileting, hygiene, dressing and eating, as appropriate (in-house training required)
- Physically assist students in activities (may involve lifting, where mobility is an issue) (in-house training required)
- Assist with break-time supervision when needed
- Attend General Staff Meetings (GSM's) and Learning Diversity Team Meetings, taking minutes when required
- Attend Program Support Group Meetings (PSGs) as needed;

Teaching and learning:

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with special educational needs and/or disability
- Promote, support and facilitate inclusion by encouraging participation and independence for all students in learning and extracurricular activities
- Use effective behaviour management strategies consistently in line with College policy and procedures
- Communicate effectively and sensitively with students to adapt to their needs and support their learning under Teacher guidance
- Become familiar with course content through communication with the Teacher and accessing SEQTA
- Under the specific direction and supervision of a teacher, provide general assistance to teachers and students on a directed basis
- Assist teacher with student learning, independence and classroom activities in specified learning areas and tasks, either individually or in a group
- Implement planned learning activities as agreed with the teacher, adjusting activities according to students' needs, as guided by the Teacher
- Assist students to enable them to use IT to support learning (e.g augmentative communication, assistive technology, accessibility features on laptops & iPads, taking photos of notes on board)
- Assist students with organisation if needed (e.g use of organiser, tidying locker, filing of electronic and hard copies of notes)
- Scribe or clarify for students in tests and examinations
- Attendance at after-hours school activities and events as directed by Learning Diversity Leaders

The Learning Support Officer may be required to complete some or a combination of the following tasks:

- Assist with administrative duties associated with the creation, updating and dissemination of information as required
- Assist with administration and logistics relating to Special Provisions
- Assist with administrative duties relating to NCCD (evidence collection)
- Attending College meetings, assemblies, community and liturgical celebrations and after-hours events
- Assist and support students and staff on external excursions
- In addition to your daily duties you may be required to undertake other duties commensurate with your skills and experience that are assigned to you by members of the Curriculum Team and College Leadership Team from time to time.

POSITION REQUIREMENTS

Skills and Experience

- Demonstrate expertise and skills in understanding the needs of students and know how to contribute effectively to the adaptation and delivery of support to meet individual needs
- Demonstrate a level of knowledge relevant to the role and apply this effectively in supporting teachers and students
- Understand roles and responsibilities within the classroom and whole school context recognising that these may extend beyond a direct support role
- Demonstrated ability in utilising contemporary software applications, including but not limited to, Adobe Pro, and the Microsoft Office suite of applications including Outlook, Word, Excel, PowerPoint, and database programs.
- Very well developed interpersonal, verbal, and written communication skills
- Proven ability to work autonomously and a demonstrated, well-developed ability in time management and organisational skills, including prioritisation and meeting deadlines in a fast-paced environment with competing demands.
- Capacity to work collaboratively, sustain professional relationships and build an effective team culture
- Demonstrated problem solving and analytical skills

Personal and professional conduct:

- Demonstrate a commitment to the Catholic ethos, policies and practices of St John's Regional College;
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships within the school community
- Have regard for the need to safeguard students' well-being and respecting individual differences and diversity by following relevant statutory guidance along with MACS and College policies and procedures
- Professional and neat appearance
- Commitment to continuous improvement and efficiency with a pro-active attitude
- A personal sense of initiative, enthusiasm and a high level of energy
- Demonstrate a positive, can-do, go-the extra-mile attitude
- Ability to show empathy and act in a confidential and professional manner
- Attend relevant Professional Learning consistent with ARM and Annual Goals (including Education Support Employee Professional Learning under the direction of the Business Manager)
- Attend College events as required

Working with others

- Recognise and respect the role and contribution of other professionals, by liaising effectively and working in partnership with them
- Share knowledge to inform planning and decision making
- Work collaboratively with subject teachers and other colleagues, including visitors

CONDITIONS

Conditions are as per the Catholic Education Multi Employer Agreement 2022.

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| Classification | Education Support, Category B |
| Employment Status | Combination Fixed Term and Ongoing |
| Time Fraction | Part-time |
| Hours of Work | 8:30 AM to 3.46 PM |
| Leave | All school holidays |
| Other Requirements | Working With Children Check for Victoria National Police Record Check Level 2 First Aid (including asthma and anaphylaxis) Cert IV in School Based Education Support or equivalent |

This statement of duties is not intended to be an exhaustive or exclusive list of duties assigned to the position. They are intended as a guide as to the responsibilities of the role. The position is subject to review and modification by the Principal (or nominee), in negotiation with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee.

OCCUPATIONAL HEALTH AND SAFETY

At St John's Regional College, we are committed to creating a safe and healthy workplace for everyone.

- All employees play an important role in upholding our Occupational Health and Safety (OHS) standards. We all share responsibility for maintaining a safe environment, and we ask that you:
- Look out for yourself and others by taking reasonable care in everything you do and avoid any actions that would put others at risk.
- Speak up by reporting any hazards, incidents, or near misses through our established procedures.
- Follow safety guidelines by adhering to our policies, procedures, and instructions.
- Work together by cooperating with any safety measures or initiatives

CHILD SAFETY

St John's Regional College promotes the safety, wellbeing and inclusion of all children. We are a child safe employer committed to the welfare of young people in our protection.

All employees and volunteers will be required to comply with our Child Safety and Wellbeing Policy and our Child Safety Code of Conduct. This includes:

- Ensuring adherence to all child safety standards and mandatory reporting requirements
- Attending training to maintain compliance with all child safety legislation, standards and regulations
- Completing all mandatory reporting in a timely manner
- Escalating and reporting all matters related to student safety immediately
- Understanding and working diligently to deliver student duty of care responsibilities