



Position Description

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| Position Title | Learning Support Officer |
| Organisation | Catholic Education Sandhurst Limited (CES Ltd) |
| School | St Anne's College |
| Location | <i>Kialla</i> |
| Enterprise Agreement and or Award | Victorian Catholic Education Multi-Enterprise Agreement 2018 |
| Classification | Category B Level 2 |
| Remuneration | \$53833 - \$68943 (Annual) |
| FTE | 1.0 |
| Status | Fixed Term |
| Reports to | Learning Support Leader |

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for

its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Anne’s College is a Foundation – Year 12 Catholic college, servicing families in the Shepparton area. St Anne’s College is situated on 10 hectares of land and is located at the South end of Shepparton in a rapid growth corridor. St Anne’s College had its first intake of students in 2019 and began with enrolments in Foundation and year 7. As each year progresses, a new year level is added in the primary and the secondary area. The estimated college population at full capacity is around 1100 students

Position Summary

The Learning Support Officer (LSO) provides vital support to students who require extra assistance to address their additional needs. LSOs also provide support to teaching staff by facilitating specialised Personalised Learning Plans (PLPs) for students in the classroom. Under the general supervision of the classroom teacher, the Learning Support Officer (LSO) is responsible for supporting students who require additional needs and supporting teachers during classroom learning to assist students.

Key Responsibilities

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| <p>Learning Support</p> | <ul style="list-style-type: none"> ● Foster a caring environment, which also promotes independence and personal growth ● Assist and support a student’s social awareness goals and guide positive relationships and appropriate behaviours within the classroom environment ● Provide assistance for students requiring additional support with guidance from the Learning Support Leader, Inclusive Education Leaders, School Leaders and Subject Teachers ● Deliver and support learning material, to an individual student with needs, that has been modified or adjusted to a level of personal challenge for the individual student by the subject teacher ● General support to a group of students while the teacher is engaged in focused teaching ● Provision of personalised support, e.g. mobility or communication support, where required ● Assisting students to complete tasks designed by the teacher ● Supervision of core program, work completion ● Preparation of support materials ● Implement aspects of learning plans, as identified by the teacher, for groups of students |
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| | <ul style="list-style-type: none"> ● Lead small group tasks designed by the teacher ● Adapt lessons for individual students, under the guidance of a teacher ● Support the implementation of particular learning goals as identified in the Personalised Learning Plan (PLP) |
| Communication | <ul style="list-style-type: none"> ● Maintain high level communication with relevant personnel ● Participate and/or provide feedback in Program Support Group meetings upon request ● Communicate with teacher on student's performance of task, work habits, behaviour etc ● Provide general formative feedback to student performance during the teaching session ● Liaise regularly with the teacher to discuss specific strategies to be implemented by the LSO as identified in the PLP ● Communicate with the teacher about student performance on tasks implemented by the LSO, as identified in the PLP ● Communicate with teacher, parent/s, Case Manager and Inclusive Education team through the PSG relating to student performance on tasks as identified in the PLP |
| Data Collection | <ul style="list-style-type: none"> ● Collect data for analysis by the teacher and when applicable the Inclusive Education Team – work samples; anecdotal notes on performance of task, work habits, behaviour etc., provided to the teacher and when applicable to the PSG team ● Maintain up-to-date records for the purpose of NCCD inclusion on supported students and communicate this with the Learning Support Leader in a timely manner |
| Professional Learning | <ul style="list-style-type: none"> ● Access professional learning to develop skills, knowledge and traits to assist students to complete tasks designed by the teacher ● Successfully implement small group tasks ● Provide personalised support for specific needs |

The Learning Support Officer is, at times, required to undertake other duties related to the role as directed by the Learning Support Leader in consultation with the Principal. The Learning Support Officer will undertake professional development and training in order to maintain the expected level of knowledge of current and best practice in the major areas of responsibility associated with the role.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

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| Essential | Qualifications and Registrations | <ul style="list-style-type: none"> ● Certificate II or III in Education Support ● Working With Children Check |
| | Knowledge and Experience | <ul style="list-style-type: none"> ● Some experience working with children in a school setting |
| | Commitment to Catholic Education | <ul style="list-style-type: none"> ● A demonstrated understanding of the ethos of a Catholic school and its mission ● Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ ● Demonstrate a commitment to personal witness as a member of a faith community |
| | Commitment to Child Safety | <ul style="list-style-type: none"> ● Have a demonstrated understanding of child safety ● Have a demonstrated understanding of appropriate behaviours when engaging with children ● Be familiar with legal obligations relating to child safety (e.g. mandatory reporting) ● Be a suitable person to engage in child-connected work |
| | Skills and Attributes | <ul style="list-style-type: none"> ● Respect for the core values of St Anne's College ● Commitment to St Anne's College Vision ● Loyalty, trustworthiness, dependability and reliability ● Generates ideas and is committed to continuous improvement and system efficiencies ● Proven ability to provide clear and effective communication in a variety of formats to various audiences ● Openness to learning in all situations ● Collaborative and flexible participation in professional settings ● Compassion, objectivity and clarity when handling difficult situations ● Confidentiality and discretion when handling sensitive information |

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| | | <ul style="list-style-type: none">● Perseverance and patience in complex and stressful situations● Understanding the need for mutual accountability● Confidence and enthusiasm about the students |
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