



# Position Description

<b>Position Title</b>	<b>Learning Diversity Administration Officer</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Augustine's College
<b>Location</b>	<i>Kyabram</i>
<b>Enterprise Agreement and or Award</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Category B Education Support Level 3
<b>Remuneration</b>	\$76,665 - \$86,867
<b>FTE</b>	1.0
<b>Reports to</b>	Learner Diversity 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 Augustine's College is a co-educational Catholic college proudly providing student-centred learning experiences from Foundation to Year 12.

St Augustine's College has a proud tradition of providing Catholic education to students from the Kyabram district and beyond.

At our college the sense of community and partnership with families is key to the learning success and wellbeing of our students. As a college we embrace our Catholic identity and witness this daily in words, symbols, and actions.

## Position Summary

The Learning Diversity Education Support Officer works closely with the Diverse Learning Coordinator and members of the Student Learning and Professional Practice Team to ensure that all students' individual needs are achieved across Foundation to Year 12.

## Key Responsibilities

<b>Nationally Consistent Collection of Data Scheme (NCCD)</b>	<ul style="list-style-type: none"><li>● Provide support for staff and families in the development/implementation of Personalised Learning Plans for students with NCCD funding and identified as 'at risk' in the classroom</li><li>● Monitor the effectiveness of adjustments on the PLP in achieving goals</li></ul>
<b>Learner and Families</b>	<ul style="list-style-type: none"><li>● Coordinate the PSG meeting timetable</li><li>● Attend PSG meetings for learners in order to follow up on actions from the meeting</li><li>● Check the recording of all PSG meetings and ensure documents are signed and dated</li><li>● In conjunction with the Learning Diverse Leader, support individual teachers in identifying students whose educational needs require intervention, by analysing data on student achievement, observing and assessing students both formally and informally and examining the results of diagnostic testing</li><li>● Ensure differentiation of tasks is planned for and implemented across the units</li><li>● Ensure all teachers have recorded adjustments for each student and records evidence of these adjustments in a system wide record management system</li><li>● Ensure current individual Personalised Learning Plans (PLP's) are in place for identified students</li></ul>

	<ul style="list-style-type: none"> <li>● Maintain and update files for all students on PLP's, including hard and electronic copies</li> <li>● Complete and submit any referral documentation</li> <li>● Oversee the appraisal of OHS requirements on Camps and Excursions for students with special needs and share this information with the Camp Coordinator</li> <li>● Moderate NCCD data with the Leadership Team</li> <li>● Follow up PSG outcomes with the relevant stakeholders</li> <li>● Support students with special provisions</li> </ul>
<b>Allied Health/Outside Agencies</b>	<ul style="list-style-type: none"> <li>● Meetings with parents and outside agencies</li> <li>● Enrolment meetings with families of students with special needs entering the school</li> <li>● Coordinate specialists and therapists with parent approval, to prepare student assessments, where needed</li> <li>● Analyse and interpret assessment reports to support teachers and parents</li> <li>● Manage the Therapy and Equipment funding applications</li> <li>● Coordinate the purchase of relevant resources to assist with students with additional needs</li> <li>● Manage the NDIS Provider paperwork</li> </ul>
<b>Professional Learning</b>	<ul style="list-style-type: none"> <li>● Liaise with the Deputy Principal; Student Learning and Professional Practice (SLPP) in regard to the direction of professional learning for teachers and Learning Support Officers (LSOs)</li> <li>● Maintain current professional learning in accordance with the current practice to supports school's focus</li> <li>● Ensure training is current for all OHS manual handling to support student with disabilities</li> <li>● Work with school senior leadership to ensure a whole school approach to planning for students with diverse learning needs</li> <li>● Work collaboratively with the Wellbeing Team to discuss students learning and social/emotional needs</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

# 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 is 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

<p><b>Essential</b></p>	<ul style="list-style-type: none"> <li>● Certificate IV in Education Support or Disability Support and some relevant experience, or lesser qualifications with extensive relevant work experience</li> <li>● Handle confidential information including personal, sensitive and health information of staff and students in accordance with College policies.</li> <li>● Current (or ability to gain) Working with Children Check</li> <li>● Strong and effective written and verbal communication skills, evident when working with students, staff, parents, guardians and/or carers.</li> <li>● Experience and ability to work with students across varied year levels, as required.</li> <li>● Sound knowledge of NCCD</li> <li>● Strong computer skills and knowledge of the Student Services PLP platform.</li> </ul>
<p><b>Child Safety</b></p>	<ul style="list-style-type: none"> <li>● Be familiar with and comply with the school’s child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>● Assist in the provision of a child-safe environment for all students</li> <li>● Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>● Understanding of and commitment to Child Safe Standards.</li> </ul>
<p><b>Commitment to Catholic Education</b></p>	<ul style="list-style-type: none"> <li>● Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>