



# Position Description

<b>Position Title</b>	<b>Learning Support 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 2
<b>Remuneration</b>	\$54,372 - \$69,632 (FTE 1.0)
<b>FTE</b>	0.82
<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 primary purpose of this position will be to work under the supervision of a teacher to provide direct or indirect services to students by assisting them on an individual or group basis in specific learning areas including but not limited to:

- Social/emotional development
- Spiritual development
- Assisting students with classroom activities
- Observations and data collection
- Personal and/or attendance care if required

The position is primarily focused on assisting student learning where discretion and judgement is required, including providing individualised approaches and intervention strategies, assisting in identification of learning needs and evaluation of progress under the general supervision of the teacher. The LSO may be required to work with students to support their communication needs using AAC (augmentative and alternative communication) under general supervision and direction of the teacher support and other specialist assistance as required.

## Key Responsibilities

<b>School Support</b>	<ul style="list-style-type: none"><li>• Contribute to a healthy and safe work environment. This will at times include supporting the education of the whole child in an engaging, nurturing and stimulating learning environment in and outside of the classroom in consultation with the classroom teacher and aligned to our <b>SOLE</b> (SELF OTHERS LEARNING ENVIRONMENT) framework.</li></ul> <p>This includes the following as required:</p> <ul style="list-style-type: none"><li>• Work in partnership with teachers to support student learning. This will at times involve assisting students to complete tasks, supervision of core program (work completion) and preparation of support materials, and communication on student's performance of tasks, work habits, and behaviour.</li></ul>
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	<ul style="list-style-type: none"> <li>● Provision of extra curricula activity support, including school excursions and camps</li> <li>● Supporting students at school social events</li> <li>● Provide basic physical, social/emotional care for students eg: toileting, meals and lifting.</li> <li>● Participate in duty supervision as rostered and other supervision duties when required.</li> <li>● Document yard behaviour incidents online on SIMON as part of the school recording system and follow school procedures for investigating incidents.</li> <li>● Escalation of any concerns/issues to Learner Diversity Leader</li> <li>● Maintain confidentiality of all student information, including but not limited to diagnostic testing, Personalised Learning Plans, and family circumstances.</li> <li>● Maintain confidentiality and professional relationships with all staff interactions.</li> <li>● Assisting in identification of learning needs, adjustments, and evaluation of progress under supervision and direction of the classroom teacher, Learner Diversity Leader and the Deputy Principal Student Learning and Professional Practice.</li> <li>● Consult with Classroom teacher to source and prepare resources including visual supports.</li> <li>● Work with students to enable them to use specialised communication technology to access the curriculum eg: Soundfield systems and FMs.</li> <li>● Administering medication to students as per their medication plans and school policy in a timely manner.</li> </ul>
<p><b>Pastoral Wellbeing and Child Safety</b></p>	<ul style="list-style-type: none"> <li>● Contribute to a child-safe environment.</li> <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>● Help to implement strategies which promote a healthy and positive learning environment in consultation with the classroom teacher and our SOLE framework.</li> <li>● Attend school assemblies.</li> <li>● Attend school liturgical celebrations.</li> <li>● Attend school organised activities relevant to house or year level as required</li> </ul>
<p><b>Professional Development</b></p>	<ul style="list-style-type: none"> <li>● Participate in the staff performance and development processes (Partners in Professional Practice, Team)</li> </ul>

	<ul style="list-style-type: none"> <li>● Work with Learner Diversity Leader to develop professional learning plan to support skill development in areas specific to supporting student with diverse needs.</li> <li>● Commit to the support of the on-going professional development that is being undertaken through the school's Strategic Plan as determined by the Principal.</li> <li>● Continue to develop skills that impact on your daily role while working with students eg: ICT skills, Picture Exchange Community System (PECS), communication, intervention.</li> <li>● Maintain and apply first aid, anaphylaxis, and asthma training.</li> <li>● Maintain training in understanding Disability Discrimination Act and Disability Standards for Education – with relation to Learning Support Officer role</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>● Attend staff prayer, relevant school meetings, assemblies, sporting events, masses, community and faith days as well as professional learning opportunities as required.</li> <li>● Demonstrate professional and collegiate relationships with colleagues.</li> <li>● On pupil free days, Learning Support Officers may be asked to perform other duties to assist with the operation of the school as directed by the Learner Diversity Leader, Deputy Principal Student Learning and Professional Practice or the Principal.</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 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

<b>Essential</b>	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Willing to undergo or provide a current and satisfactory working with children check.</li> <li>• Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.</li> <li>• Demonstrated understanding of legal obligations relating to child safety including mandatory reporting.</li> </ul>
<b>Desirable</b>	<b>Attributes</b>	<ul style="list-style-type: none"> <li>• An ability to apply problem solving skills to adapt and be flexible with approach.</li> <li>• Proven ability to work collaboratively with a range of peers.</li> <li>• Excellent oral and written communication and negotiation skills</li> <li>• Competent level computer skills</li> <li>• Proven ability to maintain high levels of confidentiality while exercising judgement, sensitivity, and discretion</li> </ul>
<b>Desirable</b>	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Education and Catholic Identity along with an understanding and</li> </ul>

		willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.
<b>Desirable</b>		<ul style="list-style-type: none"><li>• Experience with children with a range of disabilities or with a specific disability, diagnosed or imputed.</li><li>• Current First Aid Certificate</li></ul>