



Position Description

Position Title	Learning Support Officer
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Francis of Assisi Primary School
Location	<i>Baranduda</i>
Enterprise Agreement and or Award	CEMEA Catholic Education Multi-Enterprise Agreement 2022
Classification	Category B Education Support Level 2
Remuneration	Subdivision 2-6 \$64 791
FTE	0.80 FTE
Status	Fixed Term and Ongoing
Reports to	Principal

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

The core purpose of St Francis of Assisi Primary School is to provide a vibrant fulfilled, faith-filled and curious learning environment; a rigorous and comprehensive curriculum with a strong focus on literacy and numeracy and dedicated and skilled staff to support our children on this wondrous learning journey.

We seek to develop motivated, imaginative, curious and independent learners who demonstrate strong social values, leadership, resilience and self-esteem.

St Francis of Assisi Primary School promotes the development of positive relationships; mutual respect; an understanding of individual and communal rights and responsibilities, which promote inclusiveness and acceptance of individual difference. We are inspired daily by the life of St Francis of Assisi and guided by the four pillars of our Education Philosophy:

Our school is a **joy** filled learning environment. The joy of learning comes from the experience of belonging and success, where each child is at the centre of the learning.

Collaboration is fostered by engaging in solution-focussed dialogue where all members of our community have a voice, feel valued and think innovatively. A focus on problem solving, flexible thinking, critical reflection and skill acquisition is key to the collaborative learning process.

Relationship between students, staff, families and Parish is at the heart of our school. We value and respect diversity and together use our strengths to be a welcoming and supportive community.

Contemporary at St Francis of Assisi means providing globally connected, engaging and adaptive learning environments. Our learners make meaning, explore and challenge their thinking in ways, which engender resilience and builds capacity.

The pillars in the Education Philosophy are brought to life by the constant support and encouragement of our dedicated and skilled Teachers and Learning Support Officers. Our students swiftly develop skills and learn to express themselves, as they find a safe and loving place to belong at St Francis.

Children will learn the importance and wonder of faith and prayer as they participate in the whole-school masses and liturgies, as well as daily class prayer.

They learn to walk in the footsteps of St Francis of Assisi as they care for one another and the environment.

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

Key Responsibilities

<p>School Support</p>	<p>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. This includes:</p> <ul style="list-style-type: none"> ○ Provision of extra curricula activity support ○ Mandatory reporting ○ Escalation of any concerns/issues to Teacher ○ Building strong relationships and trust ○ Provision of first aid as required ○ Following safety plans ○ Completing any cleaning tasks as required ○ Supporting students at school social events
<p>Classroom Support</p>	<p>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. This includes:</p> <ul style="list-style-type: none"> ○ Communicate to Teacher on students performance of task, work habits behaviour ect and make recommendations as required ○ Provide general formative feedback to teacher on student performance of task, work habits, behaviour etc during the teaching session ○ General Support to a group of students while the teacher is engaged in focused teaching ○ Provision of personalised support eg: Mobility or communication support where required ○ Document behaviours and collect data for analysis by teacher and Learning Inclusion Leader-work samples, running records, anecdotal notes on performance of task, work habits, behaviour etc. ○ Collect data for analysis by the Teacher and Learning Support Leader eg review session data Screeners, work samples, and assesment data as directed by Teacher or Learning Support Leader ○ Prepare visual supports ○ Follow learning plans/planners and take relevant notes ○ Conduct regular reflections on how things are working and make adjustments as required ○ Source and prepare resources ○ Support Casual Relief Teachers as required ○ Provision of learner support ○ Check students work to support Teachers

Student Support	<p>Work in partnership with teachers to support student learning. This will at times include implementing aspects of Personalised Learning Plans (PLP's) and leading small group instruction designed by the teacher. This includes:</p> <ul style="list-style-type: none"> ○ Working with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum ○ Assist students with basic physical, social and emotional care including toileting, meals and lifting ○ Preparing social stories ○ Working with students on transitional activities ○ Adapt lessons for individual students under the guidance of a teacher ○ Providing daily emotional support ○ Assisting with one-on-one reading tasks ○ Assisting with small group work ○ Assisting students to build capacity/resilience
Skills-Professional Development	<ul style="list-style-type: none"> ● Work with CES Limited Staff, Leadership and Learning Support Leader and attend any professional development sessions as required

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.

In addition to the Learning Support Officer role description scope:

Weekly tasks:

- 2 x 15 minutes on the cleaning tasks each week (including refilling bottles, ensuring the correct chemicals are being used and stored correctly)
- 2 x 20 minutes to do the washing, labelling delivering washing
- 1 x 20 minutes on plant watering in the Assisi building and Administration building.

Then 1 x 30 minutes session weekly on a timely project:

Projects include:

- Sort, refill and organise new outing bags in Term 1 and Term 4
- Ensure all Data Safety Sheets (SDS's) are updated and printed twice per term with a copy given to the Principal
- Organise, set out and communicate through Seesaw - the lost property in the breezeway twice per term
- Organise and maintain prayer cloths
- Organising the Gathering Place Kitchen
- Other projects determined by the Principal

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

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Certificate III in Education Support or willingness to obtain • Satisfactory national police record check • First Aid Certificate inclusive of Anaphylaxis
	Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience in Education Support • Understanding or other relevant professional development in relation to learning difficulties • Understanding of Disability Discrimination Act and Disability Standards for Education • Understanding of and or prior experience with specialised augmentative communication and adaptive technology
	Commitment to Catholic Education	<ul style="list-style-type: none"> • 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.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Willing to undergo or provide a current and satisfactory working with children check
	Skills and Attributes	<ul style="list-style-type: none"> • A personal approach which is caring, compassionate, patient, and respectful • An ability to apply problem solving skills to adapt and be flexible with approach

		<ul style="list-style-type: none"> • Excellent oral and written communication and negotiation skills • High level computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications. • Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion.
Desirable		<ul style="list-style-type: none"> • Experience with children with special needs