



# Position Description

<b>Position Title</b>	<b>Learning Support Officer</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	St Monica's
<b>Location</b>	<i>Kangaroo Flat</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	Education Support Level 2 Category B
<b>FTE</b>	0.71 FTE
<b>Status</b>	Ongoing
<b>Reports to</b>	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

St Monica's was built by Dr Henry Backhaus in 1860. In 1920 the Sisters of Mercy took over St Monica's, with 58 pupils enrolled.

The school is situated in the Bendigo suburb of Kangaroo Flat. St Monica's offers the local community a comprehensive curriculum that supports and empowers its students to become independent, socially aware, lifelong learners.

St Monica's has a dedicated, committed, and caring staff who believe the profession is a call to service. Catholic Social Teachings give our students opportunities to support others who are locally and globally less fortunate.

## Position Summary

The primary purpose of this position will be to work under the direction and supervision of the classroom teacher, providing assistance with students with disabilities, additional learning and/or support needs.

## Key Responsibilities

<b>School Support</b>	<p>School learning support officers works under the direction and supervision of the classroom teacher. They provide assistance to students with disability, additional learning and/or support needs. They can provide assistance with:</p> <ul style="list-style-type: none"><li>● school routines</li><li>● classroom activities, and</li><li>● the care and management of students with disability, additional learning and/or support needs</li></ul>
<b>Child Safety</b>	<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 students.</li><li>● Demonstrate duty of care to students in relation to their physical and mental wellbeing.</li></ul>
<b>Professional Development</b>	<ul style="list-style-type: none"><li>● Commit to ongoing professional development in your area of work.</li><li>● Be open to researching areas of interest relevant to directions provided in the school's strategic plan.</li><li>● Continue development of ICT skills as technologies evolve.</li></ul>

	<ul style="list-style-type: none"> <li>● Be an active member of a relevant professional association as duties permit.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.</li> <li>● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal.</li> <li>● Demonstrate professional and collegiate relationships with colleagues.</li> <li>● Other duties as directed by 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 also 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.

### Requirement for onsite work

- CES Ltd values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CES Ltd workplace and as such, the incumbent must be available to work onsite.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Has a Working with Children check (please note that VIT registration is not a requirement).</li> <li>• First Aid Certificate inclusive of Anaphylaxis.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrated flexible attitude and approach to the workplace.</li> <li>• Demonstrated ability to follow instructions or a set program.</li> <li>• Good communication skills, with a demonstrated ability to work with attention to detail.</li> <li>• Demonstrated ability to work with a diverse range of individuals.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrated commitment to Catholic Faith with an understanding and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst</li> </ul>

	<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>● Ability to demonstrate an understanding of appropriate behaviours when engaging with children.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● A personal approach which is caring, compassionate, patient, and respectful</li> <li>● An ability to apply problem solving skills to adapt and be flexible with approach.</li> <li>● Excellent oral and written communication and negotiation skills.</li> <li>● High level computer skills including a high degree of proficiency within the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications.</li> <li>● Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion.</li> </ul>
<b>Desirable</b>	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>● Experience with children with special needs</li> </ul>