



Catholic Ladies' College Ltd

Learning Enhancement Officer – Individual Student Care

Role Description

Catholic Ladies' College is a Mary Aikenhead Ministry in the tradition of the Sisters of Charity. We seek to develop in each member of our community a contemporary understanding and application of the charism of Mary Aikenhead, the spirituality of the Sisters of Charity, the mission and vision of Mary Aikenhead Ministries and their values of justice, love, compassion and hope.

In responding to this call Catholic Ladies' College is a Christ-centred community established to educate, in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society.

Broad Overview

Under the direction of the Learning Enhancement Leader, the Learning Enhancement Officer (LEO) will provide support to increase student's self-awareness and enhance appropriate expression of themselves by encouraging and assisting students who have experienced social, emotional, physical and learning difficulties, to participate as fully as possible in all aspects of the school curriculum. In particular, you will be responsible for providing additional, targeted support in the classroom for a student who requires one on one support support.

Key Responsibilities

The responsibilities of the Learning Support Officer include but are not confined to:

STATEMENT OF DUTIES	
Classroom support	<ul style="list-style-type: none"> Being present in all classes and activities to assist with the development of speech, language, communication, memory, number skills and phonetics Assist in the integration of student to make friends, to learn the social rules and be fully socially included in school and community, and encourage students to develop self-esteem in their own learning abilities Participate in the monitoring, evaluation and reporting of student learning programs Be an advocate for the student and consider ways in which teachers and parents can work together to achieve the best outcomes Attend camps, school excursions and external venues with the student <p>Note: The class teacher is legally responsible for all students in class, including the integration student and the class teacher and Learning Enhancement staff are responsible for developing programs. Refer all teacher or parent queries to the Learning Enhancement Team Leader. Confidentiality is crucial. Details of a child's special needs or program must not be discussed publicly.</p>
Administrative support	<ul style="list-style-type: none"> Assisting with clerical duties associated with regular school activities eg student records, equipment records Assisting with the collection, preparation and distribution of learning materials
General Duties	<ul style="list-style-type: none"> Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal Demonstrate professional and collegiate relationships with colleagues Other duties as required by and negotiated by the Principal
Learning Enhancement Team	<p>As a member of the Learning Enhancement Team, you are expected to participate in the implementation of the College Vision and be guided by College values including:</p> <ul style="list-style-type: none"> Supporting other team members during busy periods and having an understanding of each other's roles Effectively sharing information with other team members
Professional Development	<ul style="list-style-type: none"> Identify and undertake professional learning to support goals developed from ARM and in accordance with specific needs in carrying out duties.



SELECTION CRITERIA	
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check
Education and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Aide Certificate of Education or tertiary qualifications in a related field such as Education, Psychology, Mathematics or Science, and/or relevant work experience • HLTAID003 First Aid Certificate of currency and 22300VIC Certificate. • Experience in a secondary school setting preferred • Ability to assist students with disabilities eg scribing, lifting, toileting, etc. • Computer literacy preferable <p>Desirable:</p> <ul style="list-style-type: none"> • Previous school experience
Skills/Attributes	<ul style="list-style-type: none"> • Understanding of child development • Well developed interpersonal and relationship building skills • Foundation level analytical and report writing skills • Good oral and written communication skills, including ability to communicate with staff, students, parents and the school community • Ability and willingness to accept policy directives • Proven ability to exercise tact, discretion and maintain confidentiality

Conditions

Conditions are as per the Victorian Catholic Education Multi Employer Agreement 2018. All staff members at Catholic Ladies' College are expected to comply with the Child Safety Code of Conduct.

Education Support Officer - Category B part-time fixed term position for the 2021 school year.