



# Catholic Ladies' College

## Application Pack Learning Support Officer

### Application Pack includes

- An introduction to Catholic Ladies' College
- Role Description
- Application Process

Applications close: **10:00 am on 14 September 2022**

### About our College

<b>Vision</b>	To inspire young women to realise their personal excellence and confidently shape their future.
<b>Purpose</b>	We create opportunities for young women to achieve and champion justice in the global community.
<b>Tradition and Stewardship</b>	<p>Our founding Sisters were forward thinkers, who advocated comprehensive education and new possibilities for young women.</p> <p>The Sisters of Charity founded Catholic Ladies' College in East Melbourne in 1902 and moved the school to its present eight-hectare, tree lined setting in Eltham in 1971.</p>

Catholic Ladies' College is a student focused school. At the heart of our commitment to excellence in learning and student wellbeing outcomes is each of the individual students under our care. At Catholic Ladies' College, ours is a story of unlimited possibilities. It is a story of empowerment, inspiration and opportunity.

We prepare our students for life beyond school, we challenge our students to make deeper connections between their school learnings and the world around them.

### The Role

Catholic Ladies' College is seeking experienced and qualified Learning Support Officers for both full-time and part-time positions commencing in January 2023.

The Learning Diversity Officer's key role is to support designated students. The focus is on student participation, inclusion and success in all parts of College life.

### Role Description – Learning Diversity Officer

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. As a member of the Learning Diversity team you will be expected to support the mission of the College.

[clc.vic.edu.au](http://clc.vic.edu.au)

19 Diamond St, Eltham  
Victoria 3095, Australia  
03 9439 4077

ABN 44 058 164 891

Under the Stewardship of  
Mary Aikenhead Ministries



LOVE HOPE COMPASSION JUSTICE



## Broad Overview

Under the direction of the Learning Diversity Leader, the Learning Support Officer 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.

## Key responsibilities:

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

- Assisting students on an individual or group basis in specific learning areas.
- Assisting teaching staff in dealing with under-achieving students.
- Assisting in the integration of students with disabilities into the classroom.
- Promoting special Personal Development programs in the school.
- Assisting with physical requirements of students needing special care e.g. ensure that the diabetes kit is available for students with diabetes.
- In consultation with teachers/staff, provide specialist instruction to students in specific areas (eg instruction in literacy programs, intervention and support groups, music, languages) which will enable them to enjoy control over their own lives.
- Provide feedback to the class teacher and Educational Support staff about how the student is coping with the activities, their general learning behaviour and any other observations
- Keep accurate records about the student's achievements, level of participation, behaviours, amount of assistance required and all contact with students in classes, noting any concerns to be addressed by the Learning Diversity Teachers
- Participating in the monitoring and evaluation of programs and student involvement.
- Assisting in the preparation of material or equipment necessary for use by students.
- Assisting with all clerical duties.
- Assisting with the collection, preparation and distribution of any material that requires modification.
- Attending camps, school excursions and external venues if an integration student requires support e.g Zoo
- Encouraging students to develop self-esteem and confidence in their own learning abilities.
- Assisting with the students' transition from primary to secondary school.
- Encouraging an understanding and acceptance of individuals and their differences.
- Liaising with parents of students with special needs and liaise with outside agencies when necessary as directed.
- Assisting with the communication between students and teachers, particularly the interpretation of instructions and completion of tasks.
- Help facilitate alternative assessment strategies including modified exam conditions
- Providing basic physical and emotional care for students.
- Participating in fortnightly Special Education Planning meetings.

As many of the students access the Student Services area at lunchtime or after school, part of the role involves support for students in need during these times.

## Learning Diversity Team

*The Learning Diversity Team is expected to participate in the implementation of the College Mission and be guided by the College values. Members will be responsible for:*

1. Facilitating specialised classes before and after school.
2. Supporting other team members during busy periods and having an understanding of each other's roles.
3. Effectively sharing information with other Student Services team staff members.
4. Attending staff and team meetings.
5. Undertaking appropriate professional development.



# Catholic Ladies' College

## Selection Criteria

- Working with Children Check and National Police Record Check
- Qualification in Education Support (or equivalent) or tertiary qualifications in a related field such as Education, Psychology, Math or Science, and relevant work experience.
- Exceptional ability to relate to children. A genuine interest in supporting the learning of children with special needs and their families.
- Well-developed interpersonal and relationship building skills
- Discretion and an ability to maintain confidentiality
- Foundation level analytical and report writing skills
- Delivering Morphograph course is desirable, but not essential.
- Level 2 First Aid

## Conditions

The successful applicant will have a demonstrated commitment to Catholic education and to the safety and wellbeing of children. Our College actively promotes the safety and wellbeing of all students, and all College staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. Conditions are as per the Victorian Catholic Education Multi Employer Agreement 2018.

## How to apply

In preparing an application, please read the advertisement and position description carefully to ensure that you can demonstrate your ability to meet the position requirements and have a good understanding of the role.

All applications must include:

- Covering letter of no more than one page outlining why the application is being made
- Current Curriculum Vitae
- [Application form for Support Staff](#)
- Academic transcript

Applications should be emailed to [hr@clc.vic.edu.au](mailto:hr@clc.vic.edu.au), addressed to:

Debbie Brock  
Acting Principal  
Catholic Ladies' College  
19 Diamond Street  
ELTHAM VIC 3095

For all employment enquiries, please contact the Human Resources Manager.

## Child Safety

Before commencing employment at the College, all employees should read and understand our Child Safety and Wellbeing Policy and Child Safety Code of Conduct. These documents are available on the website.

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