



STUDENT LEARNING SUPPORT

POSITION DESCRIPTION

'Inspiring members of our community to be learnings impelled to thrive and serve'

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

To support Catherine McAuley College students with a variety of learning needs as they strive to achieve their personalised learning goals.

ESSENTIAL DUTIES & RESPONSIBILITIES

Key Responsibility Areas

- To act in the spirit of Catherine McAuley and abide by the Mercy Code of Conduct at all times.
- Be responsive to the complex, challenging and changing environment and the diverse nature of the College context.
- Work collaboratively with a team of student support staff, teachers and parents.
- Work with integrated students on class activities or special activities, under the supervision of the class teachers.
- Assist the student with severe disabilities with one-to-one attendant care to ensure the student's own and/or other students' safety inside and outside the classroom.
- Where applicable, use of SIMON and email to communicate with students and families.
- Assist in understanding timetable requirements and in the knowledge of layout of the school buildings and the school routine.
- Assist in the preparation of materials for integrated student's use, e.g., computer.
- Provide physical and/or verbal assistance during class work where deemed necessary for student's understanding of work involved, e.g., note-taking, verbal communication, encouragement.
- Assist teachers in practical subjects such as Food Technology, Woodwork, Art, Information Technology, Textiles.
- Assist students in the use of computers and associated equipment, in order to enhance self-confidence and broaden educational opportunities.
- Complete College provided Anaphylaxis Training and hold current certification at all time.
- Complete other compliance training as directed by the College.
- Assist teachers by making suggestions when they are planning appropriate work for the students.
- Assist in keeping of records of progress, observations of behaviours and communication logs.
- Accompany the class of the integrated students on excursions e.g., sports days, swimming, to provide support for the special needs of the student.
- Assist students in preparation for SAC's and Assessment Tasks and monitor student workloads
- Supervise the student in the yard (or other location such as the library) as rostered, ensure the safety of the student and others and encourage full participation in recreational learning.



	<ul style="list-style-type: none"> • Participate in relevant staff meetings, departmental meetings and planning sessions as determined by the Learning Diversity Leader in consultation with the Principal. • Participate in professional learning activities to enhance professional skills and to keep up to date, particularly in the area of computing and other learning technologies. • Participate as a member of the Student Support Group. • Act as a facilitator of communication between the teacher and the students and for the interaction between the integration students and their classmates where necessary. • Other duties as required by the Learning Diversity Leader. • Assist with toileting and personal hygiene requirements, where required. • Other duties as required by the Learning Diversity Leader.
Professional Development	<ul style="list-style-type: none"> • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit. • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator.
General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Demonstrate professional and collegiate relationships with colleagues.

KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Relevant qualifications or working towards a certificate in education • Current Working with Children Check (WWCC) – employee status
	<p>Desirable Other:</p> <ul style="list-style-type: none"> • Experience working in a secondary school setting.
Skills and Attributes	<ul style="list-style-type: none"> • An understanding of the Catholic ethos of the College • Experience working with secondary school aged children is preferred. • Excellent communication skills and the ability to relate students and staff. • The ability to prioritise workloads. • Fosters and models the development of appropriate professional standards within the College. • Appropriate levels of literacy and numeracy skills to work in a secondary setting. • Personal sense of initiative, innovation, enthusiasm and high energy, • Outstanding communication and interpersonal skills to build relationships with key stakeholders. • Commitment to professional learning and continuous improvement. • Demonstrate professional and collegiate relationships with colleagues. • Personal sense of initiative, innovation, and enthusiasm. • Outstanding communication and interpersonal skills to build relationships with key stakeholders such as children, parents and the school community.



	<ul style="list-style-type: none"> • Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions. • Ability and willingness to accept policy directives. • Ability to manage complex tasks with minimal supervision • Ability to develop and maintain strong working relationships with key stakeholders • Capacity to work to tight time lines • Proven capacity to work independently • Sound organisational skills including strong attention to detail • Proven time-management skills
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"> • Experience working with children • 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

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Learning Diversity Leader
Conditions	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (CEMEA) 2022.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.