

Information for Applicants

Learning Support Officer (Secondary Students)

Thank you for your interest in the advertised position. Below you will find position details and instructions to follow when submitting your application.

On the following pages you will find the Position Information Document.

Position Details

Learning Support Officer (Secondary Students)

It is desirable that applicants have experience in supporting secondary students in Science or Mathematics subjects.

ESO Grade 3

Temporary contract position

Commencing 22 January 2024 and concluding on 11 December 2024

41 weeks per year

26-32.5 hours per week (8:30am-3:30pm across 4 or 5 days)

Full-time equivalent salary: \$68,544

Application

Your application (5 pages maximum) should include the following:

1. A cover letter (1 page)
2. A Professional Statement addressing the application criteria and outlining a vision for the role at St Aloysius College as it is described in the Position Information Document (maximum 2 pages)
3. Your Curriculum Vitae, including a list of three recent referees relevant to the position (maximum 2 pages)

Employment Declaration

Please ensure that you also complete the **CESA Employment Declaration Form** and include it with your application.

Please submit your application via email to hr@sac.sa.edu.au and address it to:

Ms Paddy McEvoy
Principal
C/-HR Office
St Aloysius College
53 Wakefield Street
ADELAIDE SA 5000

Applications close on Monday 4 December 2023 at 9:00am.

Compassion . Hospitality . Justice . Service . Respect . Courage

Position Information Document

Learning Support Officer (Secondary Students)

School Context

St Aloysius College is a Catholic school for girls shaped by the tradition of Mercy. St Aloysius College was established in Adelaide in 1880 by the Sisters of Mercy to educate girls to realise their own potential and to contribute more fully to the wider community. The College's Mercy Lights Strategic Plan calls us to find new and creative ways to embody Mercy and to take up the challenge to empower young women to play a vital part in the world of the future.

Our mission: *With faith and courage, we nurture in our students an enduring zest for all aspects of life and learning, inspiring them to be confident individuals who make a difference in the world.*

The Mercy Values of St Aloysius College underpin all that we do:

Compassion ♦ Hospitality ♦ Justice ♦ Service ♦ Respect ♦ Courage

Position Overview

The Learning Support Officer will work as part of the Inclusive Education team, overseen by the Inclusive Education Coordinator.

The Learning Support Officer will provide flexible support to students with additional needs, working closely with students, teachers and families.

Position Details

Position Title	Learning Support Officer
Key Working Relationships	Direct Line Manager: Inclusive Education Coordinator Accountable to: Principal Students Parents/Caregivers Teachers Inclusive Education Team
Standard Hours of Work	Hours per week: 26-32.5 Weeks per year: 41
Position Classification	Education Support Officer – Curriculum Grade: 3 <i>Terms and conditions in accordance with the South Australian Catholic Schools Enterprise Agreement</i>

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ROLE SPECIFICATIONS

KRA: Live out Mercy values in the SAC environment

You fulfil a vital role in supporting the mission of the College by honouring the Mercy ethos and by making a positive contribution to the development of a Catholic Community. You are encouraged to participate fully in the life of the College and to support school activities and functions. This may require you to assist with the supervision of students or other allocated tasks at major school events such as sport carnivals, Masses, Mercy Day activities as well as participate in professional development, staff meetings and other meetings as required.

KRA: Provide flexible learning support for students with additional education needs

Achieve this by:

- The provision of support for the students with additional needs in flexible delivery modes, including individual and group support in class and, upon agreement with the subject teacher and families, withdrawal for one to one support.
- Developing resources and assessment tasks appropriate to the learning needs of the students.
- Providing support and assistance for teachers, recommending appropriate strategies, tasks and support materials.
- Accompanying classes with supported students on excursions.
- Accompanying supported students outside of school premises on an individual or small group basis to assist those students to carry out assignments and meet their educational requirements as needed.
- Attending and/or contributing to meetings of teachers regarding student needs and abilities.
- Assisting teachers with the modification of examinations and other assessment tasks as requested for supported students.
- Attending review meetings for supported students as required.
- Reporting to the Inclusive Education Coordinator regarding students with learning needs.
- Liaising with the School Psychologist/Social Worker regarding student needs as required.
- Attending inservice sessions run by Catholic Education Office as required.
- Providing administrative support for the learning support program as required.

PERSON & PROFESSIONAL SPECIFICATIONS

Skills

- Effective oral and written communication skills
- Effective interpersonal and supervisory skills
- Ability to work with individual children with additional needs
- Highly developed observation and reporting skills
- Ability to interact with children in a positive, sensitive and respectful manner
- Ability to assist parents/caregivers in a sensitive, supportive and professional manner
- Ability to cope in an emergency or in a challenging situation
- Effective time management skills
- Ability to liaise with relevant authorities and community groups
- Ability to maintain confidentiality
- Effective computer skills and knowledge of SEQTA
- Appropriately assist students who are hurt, sick or in distress
- Willingness to perform any other duties as required from time to time by the Principal

Knowledge

- Knowledge of and commitment to the Catholic ethos
- Knowledge of local community
- Knowledge of and commitment to, the principles of equal opportunity
- Knowledge of responsibilities of the process of Mandatory Reporting
- Knowledge of the responsibilities of the employer and employee under the Work, Health & Safety Legislation

Experience/Qualifications/Training

- Experience in working with children and supporting students with learning needs (essential)
- Current Provide First Aid in an Education and Care Setting (HLTAID012) Certificate
- Current Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) Certificate
- Current Department of Health Services Working with Children screening clearance
- Current Screening and Verification Catholic Clearance Card (Catholic Archdiocese of Adelaide)

Special Conditions

- Some extra hours and flexibility of hours may be required around special events in the life of the College for example but not limited to Open Night, enrolment days, special masses and celebrations and around Key Result Area (KRA) of the role
- Unless for special circumstances, annual leave is to be taken during school holiday periods. There is a compulsory time of annual leave in the Christmas-New Year period
- There is a requirement to participate in an annual performance review

Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

Date PID updated: November 2023