



Learning Support Officers

Parade College is a member of the national body of Catholic schools known as Edmund Rice Education Australia (EREA). The College aims to help young men grow into well-rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all their endeavours. As a long-standing Catholic school for boys in the Edmund Rice tradition, Parade College strives to be a learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

The College aims to help young men grow into well rounded individuals who will make a meaningful contribution to society. In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all endeavours. Our young men are challenged to achieve as highly as possible in their academic studies as they discern the appropriate pathway to their future ambitions.

The Role

The Student Support Services (SSS) Team provides support to students with diverse learning needs including students with additional needs, highly able students, students with disabilities, students with Refugee Status, culturally, linguistically and culturally diverse students and First Nations students.

We are seeking to appoint a highly-motivated individual with highly developed interpersonal and communication skills, with relevant experience and qualifications as a Learning Support Officer. The Learning Support Officer facilitates the inclusion of students with diverse learning needs and assists teachers in the implementation of adjustments to enhance students' personal and academic outcomes.

Attributes / Skills and Experience

It is expected that the successful applicant will:

- have successfully completed a Certificate III in Education Support or higher qualification
- be highly motivated, committed, positive, friendly and enthusiastic
- have some experience working with students with a diverse range of needs
- display effective communication and organisational skills and the ability to be use initiative within the class environment to ensure optimal student support
- be self-motivated and able to work independently if necessary
- have the capacity to cater effectively for a diverse range of learning needs
- be able to build positive relationships with children and assist in creating learning environments where all are valued and challenged
- demonstrate an understanding of child safety and the appropriate obligations and behaviours when engaging with students

A commitment to child safety is essential, to be considered for this position with candidates currently possessing, or willingness to obtain, a Working with Children Check.

All Staff are expected to support and participate in the faith life of the College including commitment to the College Mission, ethos, and participate in ongoing professional development and learning.

These positions are available for commencement on 27 January 2023. Part-time and full-time applications will be considered. These positions attract school holiday entitlements.

Application Requirements

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.

Applications must include:

- a **covering letter**
- a separate statement addressing the **Key Selection Criteria** addressing your skills, qualifications and experience relevant to the role
- a current **Curriculum Vitae**; together with
- a completed **Application for School Officer Form** available on the College website.

Applications should be emailed to hr@parade.vic.edu.au, addressed to the Principal.

Applications close at 4pm, Monday 21 November 2022. (*applications will be considered as received and interviews may be held during the application period*)

Parade College acknowledges Aboriginal and Torres Strait Islander peoples as the traditional custodians of the lands where we live, learn and work.

This community is committed to the safety, wellbeing and protection of all children in our care.

Parade College is an Equal Opportunity Employer



PARADE COLLEGE

POSITION DESCRIPTION

| | |
|-----------------------|--|
| Position Title | Learning Support Officer |
| Reports To | Principal, Director Student Support Services |

PRIMARY PURPOSE OF POSITION

The Student Support Services (SSS) Team provides support to students with diverse learning needs including students with additional needs, highly able students, students with disabilities, students with Refugee Status, culturally, linguistically and culturally diverse students and First Nations students.

The Learning Support Officer facilitates the inclusion of students with diverse learning needs and assists teachers in implementing adjustments that enhance students' personal and academic outcomes.

STATEMENT OF DUTIES

| | |
|-------------------------|--|
| Responsibilities | <ul style="list-style-type: none">• To facilitate the full inclusion of students with additional needs into the academic and social life of Parade College.• To assist teachers in implementing school-wide and subject specific goals and adjustments.• To, under the guidance of the teacher, provide whole class or targeted assistance aimed at building students' self-scaffolding skills that lead to independence.• To break tasks into achievable steps and assist teachers in their preparation of material for lessons, resources, and adjustment of students' work.• To model high expectations for students, positivity, flexibility, assertiveness and professional communication.• To encourage student interaction with peers towards the development of peer modelling, learning and friendship.• To assist with student communication, organisation and social skills, yard supervision, administration of medicine, personal hygiene, and mobility.• To maintain records of student support including the development of a timetable reflecting equitable support for <i>at risk</i> students and reporting students of concern to the SSS Director.• To assist with exam supervision, homework club and student transition from primary to secondary school and secondary school to post-school options.• To contribute to SSS Team meetings and participate in ongoing Professional Development.• To attend excursions, camps, and retreats as required. |
|-------------------------|--|

| | |
|--|---|
| | <ul style="list-style-type: none"> To perform other duties as negotiated with the SSS Director and/or the Principal. |
|--|---|

POSITION REQUIREMENTS

| | |
|----------------------------------|---|
| <p>Qualities</p> | <p>The successful applicant will need to demonstrate the value of service within the College Community.</p> <ul style="list-style-type: none"> SUPPORT – for the policies of the SSS Department, the ethos, educational and pastoral mission of the College SENSITIVITY and COMPASSIONATE OUTLOOK – when interacting with colleagues, families, and students with diverse learning needs POSITIVE and AFFIRMING APPROACH – to students with diverse needs, in seeking out and offering appropriate support COMMUNICATION SKILLS – clear and adaptive communication skills with colleagues, families and students with diverse learning needs ABILITY to act on given directions - from appropriate personnel within the College OPENNESS to change and grow – seeking out and participating in opportunities for professional development CALM and POSITIVE approach to aspects of College life, with an awareness of safe work practices MODELLING – effective and professional modelling when interacting with colleagues, families and students FAIR, JUST and EQUITABLE – in aspects of College life and in the carrying out of duties SENSE OF HUMOUR – being able to call on and use this gift to support colleagues and students |
| <p>Child Safety</p> | <ul style="list-style-type: none"> Be a suitable person to engage in child-connected work. Be experienced in working with children. A demonstrated understanding of child safety. A demonstrated understanding of appropriate behaviours when engaging with children. A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards. A working familiarity with Child Safe requirements and expectations of CEM PROTECT, VIT, EREA and VRQA. A demonstrated understanding of and commitment to Child Safety. protocols, codes of conduct and to ensuring Parade College is a Child Safe School. |
| <p>Selection Criteria</p> | <p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> Support and participation in the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation. Demonstrated experience working with students with disabilities or additional needs, with a demonstrated understanding of, and interest in, the key academic, social and development challenges impacting adolescent boys. A demonstrated understanding of physical, social and emotional challenges in providing care and support to students with disabilities and additional needs with an ability to display respect and empathy for students. |

- | | |
|--|--|
| | <ol style="list-style-type: none">4. Highly developed organisational, planning and coordination skills including the ability to manage demanding or competing deadlines5. Demonstrated discernment and ability to work collaboratively with all members of the College community and to communicate with a wide range of individuals including students, parents / guardians, teachers and consulting professionals.6. Demonstrated commitment to ongoing professional learning. |
|--|--|

| |
|-----------------------------|
| TERMS AND CONDITIONS |
|-----------------------------|

- | |
|--|
| <ul style="list-style-type: none">• Terms and conditions will be as outlined in the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> for Education Support Employees Level 2. Salary is set out in the Agreement according to years of experience and qualifications.• This position is a Category B position attracting school holidays as provided in the VCEMEA.• The position reports to the Director, Student Support Services and the Additional Needs Coordinator.• The position will, from time-to-time require attendance outside normal hours.• The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.• All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.• Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Childs Protection Policies. |
|--|