

Diversity, Inclusion & Engagement - Learning Support Officer Role Description

TITLE	Diversity, Inclusion & Engagement - Learning Support Officer - Traineeship
AWARD	Victorian Catholic Education Multi Employee Agreement 2018
EMPLOYMENT TYPE	Fixed Term - 2023 School Year FTE 0.75, five days per week The hours of work for this role are 8.50am - 3.05pm
CLASSIFICATION	Educational Services (Schools) General Staff Award Traineeship Rate
REPORTS TO	Business Manager

As a staff member, the Diversity, Inclusion & Engagement- Learning Support Officer is expected to support the vision and mission of the school and ensure the college values are reflected in the way he/she works.

Mercy Regional College is a Catholic Co-educational Secondary College on two campuses – McAuley Campus, Camperdown and O’Keeffe Campus, Noorat. The Diversity, Inclusion & Engagement - Learning Support Officer may be required to support students at both Campuses.

The Diversity, Inclusion & Engagement - Learning Support Officer is appointed by the Principal and is directly responsible to the Business Manager and or the Learning Diversity Leader.

As a member of the College staff, the Diversity, Inclusion & Engagement - Learning Support Officer works with all members of staff, both teaching and non-teaching. The Diversity, Inclusion & Engagement - Learning Support Officer is a member of the College Staff and therefore participates in various staff meetings and professional development activities.

Position Summary

Learning Diversity is an integral part of the Student Support Services at Mercy Regional College. The Learning Diversity vision is to cater for the diversity of all students learning. Programs are responsive to the needs of students with a disability or students with additional learning needs.

Diversity, Inclusion & Engagement - Learning Support Officer will provide direct or indirect services to students, assisting students on an individual or group basis in specific learning areas and will work under the supervision of a teacher who has the ultimate responsibility for the design, implementation, and evaluation of education programs. It is the decision of the teacher to modify the process, product or content that will support the student in their learning. In addition to support classroom services, the Diversity, Inclusion & Engagement - Learning Support Officer will provide educational and cultural support to indigenous and culturally diverse students, whilst also improving inclusion, awareness, and understanding of diverse cultures in our school community.

The position is a traineeship position, combining on the job training whilst completing a nationally recognised Certificate in Education Support.

The direction of Learning Diversity is guided by the objectives identified in the school's strategic plan and in the School Improvement Framework Process.

Organisational Accountabilities

Confidentiality

From both a legal and moral standing, confidentiality is critically important to Mercy Regional College.

An employee, neither during nor after the period of employment/engagement with the Mercy Regional College, except in the proper course of their duties or as permitted by the organisation or as required by law, divulge to any person any confidential information concerning:

1. The business or financial arrangement or position of this organisation or any related entity;
2. The personal, wellbeing or financial information of any student, staff member or any related stakeholder.
3. Any of the dealings, transactions or affairs of the organisation or any related stakeholder.

Workplace Health and Safety

The welfare and safety of all staff is vitally important to Mercy Regional College. Employees should adhere to all the safety standards implemented throughout the organisation.

Your induction will include a comprehensive introduction to our OH&S policies upon commencement of your employment.

Child Safety

Compliance with the College's Child Safety Policy, Child Protection Reporting Obligations Policy, and Safeguarding Children and Young People Code of Conduct, and any other policies or procedures relating to child safety.



Key Tasks and Responsibilities

Responsibilities	Expected Outcomes
Collaboration	<ul style="list-style-type: none">● Assisting student learning, where discretion and judgement is required (including providing more individualised approaches and intervention strategies, and assisting in identification of learning needs and evaluation of progress under the general supervision and direction of the Teacher)● Participate in the monitoring, evaluation and reporting of student learning and programs● Work with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum● Under the general supervision and direction of teaching staff, undertake specialist assistance to students in specific learning areas e.g. languages, technology, the Arts
Direct support to students	<ul style="list-style-type: none">● Providing basic support to students within defined principles and parameters;● Assists subject teachers to provide inclusive classrooms to enable all students to access their learning.● Support students to manage time and learning effectively. This may be directed by the class teacher● Support students to develop independence in their learning by encouraging them to seek the additional direction● Supporting students to get to class as advised by their learning plan● Supervise students on the playground during break times to ensure their safety as required● To provide for personal care needs for students when required● Provision of assistance and support to Aboriginal students to achieve improved educational outcomes● Participation in school activities to assist in creating a culturally inclusive environment.
Preparation of materials	<ul style="list-style-type: none">● Support in modification of materials, assessments and any other content on advice of the subject teachers● Prepare and utilise LE resources to support student learning eg booklets for specific learning areas
Attending excursions, camps, incursions	<ul style="list-style-type: none">● Provide support for students during camps, excursions and incursions to access facilities and learning



Professional Development	<ul style="list-style-type: none">• Undertake appropriate professional development as required to extend skills and knowledge in areas of Learning Enhancement• Collaborate and share information and resources gained through professional development participation• Attend Mercy Regional College professional development sessions and other whole school event as required
Documentation	<ul style="list-style-type: none">• Record observations of students that may be used in discussions with colleagues
Other duties as required by the Business Manager and or Learning Diversity Coordinator	

Key Selection Criteria

- The ability to build trusted relationships with young people
- Knowledge and understanding of the Aboriginal and Torres Strait Islander community and issues related to these cultures in Australian society
- Experience in nurturing cultural diversity will be advantageous.
- An awareness of the challenge's students may encounter in their education

Academic qualifications or equivalent experience

- Satisfactory National Police check.
- Working with Children Check.
- Car Driver's Licence.
- Either possess or be willing to obtain a Level II First Aid Certificate.