



## Learning Support Officer

<b>Reports To:</b>	Business Manager
<b>Collaborates with:</b>	Learning Diversity Leader (LDL)
<b>ROLE DESCRIPTION</b>	
<p>The Learning Support Officer is responsible for the implementation of the College Vision and Mission, College policies and the planning, organisation and efficient running of the College, in particular, supporting teachers in assisting specified students with additional needs - learning difficulties, disabilities and impairments to facilitate the integration process, to increase the participation of students in educational programs and the social life of the College community.</p>	
<b>KEY SELECTION CRITERIA</b>	
<b>Essential</b>	
<ol style="list-style-type: none"><li>1. Demonstrates a strong understanding of, and commitment, to Catholic education.</li><li>2. Demonstrates an understanding and acceptance of the Thomas Carr College Mission Statement and the values that underpin it.</li><li>3. Demonstrated passion, energy, optimism, the ability to make things happen, and a genuine interest in and commitment to serving students and parents.</li><li>4. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff students and parents.</li><li>5. Demonstrated ability to develop and lead a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation.</li><li>6. Be a visible leader.</li><li>7. Demonstrated evidence of working with students and staff in classrooms to support student learning outcomes</li><li>8. Highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community</li><li>9. Demonstrated proficiency using computers- the internet, email navigation and Microsoft Office, in particular Word and Excel</li><li>10. A demonstrated understanding of child safety and the appropriate obligations and behaviours when engaging with students</li><li>11. A Certificate III qualification in Educational Support or equivalent</li><li>12. A current Working With Children Check and National Police Record History Check and is a suitable person to engage in child-connected work</li><li>13. A driver's licence</li></ol>	
<b>Desirable</b>	
<ol style="list-style-type: none"><li>14. Prior experience in a secondary school setting</li></ol>	
<b>QUALIFICATIONS</b>	
<ul style="list-style-type: none"><li>• Working With Children Check</li><li>• National Police Record History Check</li><li>• Appropriate tertiary qualifications, with further study an advantage.</li><li>• A Certificate III qualification in Educational Support or equivalent</li></ul>	
<b>TENURE</b>	
<p>Staff appointed to this position will be appointed until the end of the 2022 School year.</p>	
<b>REMUNERATION AND CLASSIFICATION</b>	
<p>Remuneration is determined by qualifications and experience referenced under the Victorian Catholic Education Multi Employer Agreement 2018.</p>	
<b>APPLICANTS ARE REQUIRED TO SUBMIT THE FOLLOWING</b>	
<ol style="list-style-type: none"><li>1. Introductory letter briefly outlining their suitability and interest in the position</li></ol>	



2. A completed application for employment form, including contact details for referees
3. A statement addressing the key selection criteria outlined in the role description
4. Certified copies of qualifications including academic transcripts
5. Certified copy of evidence of VIT registration (Teacher) or Working with Children Check and National Police