



# Position Description

<b>Position Title</b>	<b>Education Support Officer</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Marian College
<b>Location</b>	<i>Myrtleford</i>
<b>Enterprise Agreement and or Award</b>	Victorian Catholic Education Multi-Enterprise Agreement 2022
<b>Classification</b>	Category B 2-5
<b>Remuneration</b>	\$47 093 per annum
<b>FTE</b>	.73
<b>Status</b>	Fixed Term (Terms 3 & 4 2023)
<b>Reports to</b>	Learner Diversity Leader and Deputy Principal: Learning and Teaching

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### **Principles of Catholic Social Teaching**

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Respect**

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### **Partnerships**

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### **Faith**

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

Marian College is a co-educational Year 7-12 Catholic Secondary College located in Myrtleford. The College serves the Ovens and Alpine regions of North East Victoria and surrounding areas. Marian College provides excellent learning opportunities for students in years 7-12 with a focus on contemporary teaching practice and student engagement meeting the needs of a range of learners with diverse educational pathways.

## Position Summary

The ESO provides academic and social support for students with diverse learning needs. The ESO supports the learning of students with physical, cognitive and social emotional disabilities. They also support students with mental health and wellbeing issues. The ESO works under direct instruction and supervision of the class teacher. The ESO and Classroom teacher collaborate to ensure clear communication, development of trusting relationships with students as well as safe, effective and supportive learning environments.

## Key Responsibilities

<b>Specific Responsibilities</b>	<p><b>Support student additional learning needs:</b></p> <ul style="list-style-type: none"><li>• Supervising small groups of students within sight and under instruction of the class teacher</li><li>• Assists teachers with the implementation of strategies for students during class time</li><li>• Liaises with teachers in identifying common goals to assist students to engage in learning</li><li>• Assists teachers to prepare for classes, taking into account the needs of students ie. typing, enlarging, copying</li><li>• Assists students with significant disabilities with scribing and reading, both in class and during assessment tasks and examinations</li><li>• Supervises small groups of students under the direction and supervision of a teacher</li><li>• In consultation with the Teachers, analyses and plans the most effective manner in which to integrate the student to subject matter</li><li>• Participates in the monitoring and evaluation of programs and individual student involvement and achievement</li><li>• Supervise students with needs during recess and lunch on a rotational basis</li><li>• Assists students with mobility where necessary to classrooms, in school grounds, on excursions etc. This need will vary according to the individual student requirements.</li></ul> <p><b>General</b></p> <ul style="list-style-type: none"><li>• Works collaboratively with all staff, students and families</li><li>• Maintains positive and professional working relationships with all College staff</li><li>• Maintains confidentiality at all times and discussing any concerns with the class teacher, Junior or Senior School Leader or Deputy Principal</li></ul>
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	<ul style="list-style-type: none"> <li>• Assists the Learner Diversity Leader with the preparation, collation, organization and follow-up of NCCD files</li> <li>• Is punctual and prepared each day</li> <li>• Attends staff and planning meetings as required</li> <li>• Participates in the College Camps and excursion program</li> <li>• Wears neat and appropriate dress according to the College dress code and the requirements of practical classes</li> <li>• Maintains Child Safe Practice across all areas of the role</li> <li>• Maintains Occupational Health and Safety in all areas of the role</li> <li>• Participates in College Professional Learning opportunities as required</li> <li>• Adheres to conduct and processes in line with the Staff Handbook, College Policies and Practices and the expectations of an employee in a Catholic School</li> <li>• Other duties in line with College needs and the skill set of the ESO</li> </ul>
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Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely,

ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

	<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Criminal Records Check</li> <li>• Working With Children Check</li> <li>• Certificate IV in Education Support</li> <li>• Experience working in education support (secondary)</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Support the College’s Catholic ethos and identity</li> <li>• Commitment to Catholic education and willingness to work within the Catholic ethos, traditions, and practices of the Diocese of Sandhurst.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• Be a suitable person to engage in child-connected work.</li> </ul>

	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to engage with and establish positive professional working relationships with adolescents</li> <li>• Enjoy working with adolescents and young adults</li> <li>• Ability to provide learning support across a variety of subject areas across years 7-12.</li> <li>• Excellent interpersonal skills</li> <li>• Excellent written and verbal communication skills</li> <li>• Ability to work independently and as part of a team</li> <li>• Commitment to maintain qualifications</li> <li>• Ability to work with and contribute to the Learner Diversity Team</li> </ul>
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