

STATEMENT OF DUTIES (NON-TEACHING)

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| Learning Support Officer | <p>As a Learning Support Officer at St Mary's School you are expected to perform the following duties:</p> <ul style="list-style-type: none">• Fully support the vision and mission of St Mary's school and the philosophies and values of the Catholic Church.• Support the Principal and the Parish Priest (Employer) with the management and organisation of the school.• Support our Parish and local community in external activities.• Respect the confidentiality that may exist with student and school operations.• Work collaboratively with staff and leadership within the school.• Be willing to support and participate in extra curricula activities that are part of our school culture.• Be willing to follow and support the Operational and Educational Policies that apply to our school as set by the Catholic Education Melbourne. (ref CEM website)• Be willing to participate in professional development opportunities that are accessed by the school or provided by the Catholic Education Office.• Accept the Discipline and Social Emotional Learning Programs the school implements.• Support the administrative and managerial aspects of the classroom.• Support the schools teaching and learning e.g. work programs, data collection and curriculum documents.• Be an active participant in Staff and level meetings and work collaboratively with the whole school community.• Ensure that you continue to pursue current and new Teaching and Learning methods and philosophies. The School will provide these both internally and externally if required.• Be willing to follow and support teachers with the expectations and guideline for Teaching and Learning as outlined in our Schools Teaching and Learning Manual.• Further expectations and information regarding teachers and support staff can be located on the VIT website or the Australian standards for teaching website.• Assemble equipment and materials for practical work and demonstrations as requested by the teachers• Assist in some practical classes and perform some demonstrations as requested by teachers• Provide support to teachers who are unfamiliar with particular items of equipment or exercises• When requested, trial practical exercises or demonstrations within the classroom• In consultation with the Teacher, set up and maintain the facilities/resources |
| Child Safety | <p>Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</p> <ul style="list-style-type: none">• Assist in the provision of a child-safe environment for students• Demonstrate duty of care to students in relation to their physical and mental wellbeing |
| Professional Development | <ul style="list-style-type: none">• Commit to ongoing professional development in your area of work• Be open to researching areas of interest relevant to directions provided in the school's strategic plan• Continue development of ICT skills as technologies evolve• Be an active member of a relevant professional association as duties permit |
| General Duties | <ul style="list-style-type: none">• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures• Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal |

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| | <ul style="list-style-type: none">• Demonstrate professional and collegiate relationships with colleagues• Other duties as directed by the Principal |
| Commitment to Catholic Education | <ul style="list-style-type: none">• A demonstrated understanding of the ethos of a Catholic school and its mission |
| Commitment to Child Safety | <ul style="list-style-type: none">• Experience working with children• A demonstrated understanding of child safety• A demonstrated understanding of appropriate behaviours when engaging with children• Be a suitable person to engage in child-connected work• Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check |
| Education and Experience | Essential: <ul style="list-style-type: none">• First Aid Workplace Level 2; Anaphylaxis training Certificate |
| | Desirable Other: <ul style="list-style-type: none">• Evidence of ongoing interest in children, being part of agencies that work with children or experience in care and or activities that involve children. |
| Skills/Attributes | <ul style="list-style-type: none">• Ability to work as part of a team• Excellent interpersonal and communication skills• Good oral and written communication skills, including ability to communicate with children, parents and the school community• Demonstrated capacity to participate in a range of school activities, e.g. school sports, sacramental programs, liturgies, school camps/excursions• Ability to manage complex tasks with minimal supervision• Ability to develop and maintain strong working relationships with key stakeholders• Capacity to work to tight time lines• Proven capacity to work independently• Sound organisational skills including strong attention to detail• Proven time-management skills• Self-motivation• Ability and willingness to accept policy directives• Maturity |