



# Mary MacKillop College South Gippsland

## Position Description Learning Adjustment Officer

<b>Position Title:</b>	Learning Adjustment Officer
<b>Reports to:</b>	Learning Adjustment Leader
<b>Work area:</b>	Learning Adjustment Centre/Classrooms
<b>Classification:</b>	Education Support, Category B
<b>FTE &amp; Hours of Work:</b>	Fixed term with the possibility of ongoing, 0.86 (32.5 hours) Monday to Friday, 8:30am to 3:30pm

Mary MacKillop College is a Catholic Co-educational Secondary College inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 25 hectares of beautiful gardens and playing fields. Mary MacKillop College is an established College catering for approximately 580 students from Year 7 through to Year 12.

Mary MacKillop College is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We acknowledge diversity of potential and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

A Learning Adjustment Officer supports the implementation of the College Mission in the areas of spirituality, community and education. A Learning Adjustment Officer is expected to support the vision and goals of the College as a faith-filled learning community and to commit to ongoing professional learning. Working as part of the Learning Adjustment Team, the Learning Adjustment Officer assists and supports students with special needs within classroom settings. Teaching staff and Learning Adjustment Officers providing advice and managing resources, to improve student learning outcomes for students within the Learning Adjustment area.

### Key Duties & Responsibilities:

- Accompany students in the nominated classes and to provide discreet assistance/guidance for academic and personal situations;
- Liaise with the teacher involved in order to ensure that tasks are modified and understood;
- Be available for school excursions and other activities as required;
- Encourage the student to interact with other students in a positive manner both within and beyond the classroom;
- Work as a team member, both with other assistants and with teachers;
- Assist teachers and the Learning Adjustment Leader to simplify and modify the work being set;
- If the student is absent to assist in the gathering and collection of work to be completed at home;
- Maintain confidentiality and discretion in relation to staff and students;
- Keep a record of any matter which would be helpful in meetings with parents;
- Record and report any incident that may occur to relevant personnel e.g. Learning Adjustment Leader, or Business Manager; and
- Meet the reasonable requests of the Learning Adjustment Leader in the management of the Learning Adjustment Students.

**Skills and Knowledge**

- Supportive of the values and teachings of the Catholic tradition.
- Highly developed interpersonal skills including a demonstrated ability to consult, negotiate and interact with a range of stakeholders.
- Demonstrable understanding of statutory requirements and CEM Policy which relate to students who are recognised under the National Consistent Collection of Data NCCD.
- Competent in the use of Information Communication Technology.

Mary MacKillop College is committed to developing a culture to maintain the safety of each student in our care. At Mary MacKillop College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Mary MacKillop College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

1. Current full Victorian Institute of Teaching (VIT) registration: Secondary to Year 12 or Working With Children and National Police Record Checks.
2. Relevant qualification in Learning Enhancement and related field (or working towards a further qualification).
3. Experience in curriculum design, development and implementation.
4. Experience in coordinating learning and teaching activities.
5. Evidence of quality teaching in a secondary school, i.e. improving student learning outcomes.
6. A demonstrated knowledge of child safety.

**Would be of advantage to have:**

1. Evidence of developing and working in a team to meet a target.
2. Accredited to Teach in a Catholic School.
3. Accredited to Teach Religious Education.

**Attributes:**

1. Be a suitable person to engage in child-connected work.
2. Highly developed verbal and written communication skills.
3. Demonstrated ability to work with others towards a common goal.
4. Time management, performance management and coordination skills.
5. Personal resilience, enabling effective organisation of multiple and conflicting demands

The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi-Enterprise Agreement (VCEMEA).

The position may from time-to-time require attendance outside normal hours from which time in lieu will be considered.

Staff at Mary MacKillop College will have a commitment to ongoing professional learning and hold relevant qualifications.

All employees at Mary MacKillop College are required to undergo a Criminal Record Check, maintain a Current Working with Children Check and follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.