



Mary MacKillop

Catholic Regional College

Position Description

Learning Adjustment Administration Officer

Position Title: Learning Adjustment Administration Officer
Reports to: Learning Adjustment Leader
Work area: Learning Adjustment Centre
Classification: Education Support Officer, Category C
The position is employed in accordance with the terms and conditions of the Victorian Catholic Education Multi-Enterprise Agreement (VCEMEA).

FTE & Hours of Work: Monday to Friday, 8:30am to 4:00pm, 0.92 (35 hours)

Mary MacKillop Catholic Regional 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 570 students from Year 7 through to Year 12.

Mary MacKillop Catholic Regional 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.

The College has enrolled students with physical, emotional, psychological and intellectual disabilities. These disabilities have an impact on the student's learning and hence these students require some assistance. Hence the College appoints LSOs to provide this assistance. The immediate contact point for the LSO is the Learning Adjustment Leader or the Learning Adjustment Administration Assistant.

The College has a Learning Adjustment Leader who is responsible for the overall co-ordination of the integration student programme.

Child Safety

Mary MacKillop Catholic Regional College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection program across the entire College community. Accordingly, the College Registrar must:

- Be familiar with and comply with the school's Child Safety and Wellbeing Policy and Code of Conduct, and any other policies or procedures relating to child safety;
- 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; and
- Hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

Created: 6 June 2022 by Principal

Updated and Reviewed: 3 April 2025 by Principal

Statement of Duties	
Key Duties & Responsibilities	<ul style="list-style-type: none"> • To ensure administrative processes of DOSCEL, VCEA and NCCD for documentation. • To ensure students with additional or special learning needs receive a quality education. • funding and acquittal are completed in a timely manner and appropriate evidence is retained. • To ensure Program Support Group (PSG) meetings are organised, documented and completed forms filed as required for funded students. • To ensure the Personalised Learning Plan (PLP) goals of funded students organised, documented and completed forms filed as required for funded students. • To facilitate with bookings and the collection of evidence for Allied Health needs. • To assist the Learning Adjustment Leader with administrative processes to support Learning Adjustment Students. • To assist the Subject Teachers with the role of educating children with additional needs.
Administration and Communication	<p>In conjunction with the Learning Adjustment Leader.</p> <ul style="list-style-type: none"> • Liaise with external Learning Support Services, Catholic Education Office, Consultants and Health Professionals both at meetings of the relevant networks and on a need basis. • Liaise with primary schools and provide appropriate transition for students with additional needs. • Under the direction of the relevant Leader create and maintain detailed plans of the aims, objectives and evaluation of both the individual student learning plans and progress of the student with additional needs. • To provide accurate and appropriate information to College staff who have contact with additional needs students, whilst respecting the student's right to privacy. • To coordinate the scheduled Program Support Group meetings and to ensure that parents are kept informed of matters relevant to their child's learning and progress between these meetings. • To develop an appropriate timeline and processes for meeting NCCD reporting requirements, including staff and parent consultation. • To work with the timetable team to negotiate class placement for students with additional needs. • To assign Learning Support Officers (LSOs) with appropriate students and classes. • To liaise with the College Student Counsellors, College Administration Staff and Wellbeing Leaders to ensure that the needs of particular students are assessed and addressed. • To facilitate annual DOSCEL Moderation and Quality Assurance processes.

Statement of Duties	
Key responsibilities	<ul style="list-style-type: none"> • Assist the Learning Adjustment Leader to develop programs that will assist targeted students. • Assist the Learning Adjustment Leader to read and interpret requests for information or applications to DOSCEL, VCEA, NCCD or other regulatory or administrative bodies. • To be available for school excursions and other activities • To encourage the student to interact with other students and staff in a positive manner both within and beyond the classroom • To work as a team member both with other assistants and with teachers, noting that the teacher is to be respectfully supported and never undermined in front of students. Teacher only have a duty of care at all times. • To assist with the personal needs of the student as well as the administration of any therapy or medication during the course of the day as required at the direction of the Learning Adjustment Leader. • To 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 • To maintain confidentiality and discretion in relation to staff and students • To note in online systems any matter which would be helpful in meetings with parents. • To meet the reasonable requests of the Learning Adjustment Leader in the management of the NCCD Students • Any other duties as directed by the Learning Adjustment Leader, Deputy Principals, Director of Learning, Pedagogy and Innovation, Business Manager and/or the Principal.
Requirements	<ol style="list-style-type: none"> 1. Working with Children Check (employee not volunteer) 2. National Police Record Checks. 3. Relevant qualification in Learning Enhancement and related field or working towards a further qualification - preferred. 4. Be supportive of the philosophy of Catholic education 5. Be able to provide care and support for students whilst supporting and respecting the ethos of the school and its environment. 6. A demonstrated knowledge of child safety.
Attributes:	<ol style="list-style-type: none"> 1. Be a suitable person to engage in child-connected work. 2. Highly developed verbal and written communication skills. 3. Capacity to work collaboratively across work teams and manage competing priorities/tasks to achieve program objectives. 4. Time management, performance management and coordination skills. 5. Personal resilience, enabling effective organisation of multiple and conflicting demands 6. Proficiency in the use of the Microsoft Office suite of products and computer systems 7. Commitment to Occupational Health and Safety 8. An understanding of and commitment to Catholic education

Other	<ul style="list-style-type: none"> • The position may from time-to-time require attendance outside normal hours from which time in lieu will be considered. • Staff at Mary MacKillop Catholic Regional College will have a commitment to ongoing professional learning and hold relevant qualifications. • All employees at Mary MacKillop Catholic Regional 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.
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