



Non-Teaching Invitation

LEARNING SUPPORT OFFICER

Part-time position 3 days per week
commencing Term 1, 2018

Salesian College Chadstone invites applications to join the learning support team from suitably qualified, experienced, competent administrative backgrounds.

Closing Date

4:00pm
Monday 4 December 2017

About Salesian College

Vision

A dynamic, joy-filled learning community, Salesian College inspires all boys to strive for excellence in the spirit of Don Bosco.

Mission

Salesian College Chadstone is a Catholic School for boys in the Salesian tradition. We welcome all boys and their families, celebrate diversity and promote relationships built on mutual respect. All in the community are treated as valued partners in laying the foundation for life-long learning. We celebrate the achievements of all within an environment of joy and optimism.

Salesian College Chadstone is committed to building a caring community which:

- Ensures that a Catholic and Salesian ethos underpins all aspects of College

life within an atmosphere of respect for all

- Promotes initiative, a spirit of enquiry and a desire to strive for academic excellence through innovative and supportive teaching
- Provides students and staff with every opportunity to develop all aspects of each individual
- Practises wise governance, strategic leadership and fair processes; and
- Works in partnership with parents, families, past pupils, parishes, educational and ecclesiastical institutions and other civic agencies.

Values

- Integrity
- Respect
- Belonging
- Joy
- Dynamism

**INSPIRE
EDUCATE
BECOME**
Great men



Role Description

The Learning Support Officer is responsible to the Principal via the Head of Learning Support.

The Learning Support Officer's key role is to support designated students. The focus is on student participation, inclusion and success in all parts of College life. The Learning Support Office takes an active part in the Learning Support Team.

The Learning Support Officer is to help the student(s) in an individual or group situation, as the teacher deems appropriate, being mindful of the student's individual needs and personal requirements.

The Learning Support Officer is expected to model the College Mission Statement, Salesian philosophy and to support the vision and goals of the College's learning community, whilst being especially mindful of the needs of students with additional learning needs.

Responsibilities:

- To support the learning of specific students with additional learning needs (physical, sensory, socio-emotional, health and intellectual).
- To facilitate the inclusion, development and programs of these students in both personal and academic learning.

Specific Duties:

The Learning support Officer assists the student(s) in various ways, including:

- Further development of student organizational skills
- Note-taking and scribing
- Assisting in practical subjects e.g. science experiments, especially for reasons of safety
- Assisting with computer management – e.g. setting up folders, saving work
- Brainstorming, clarifying, assisting

with planning, , assisting with mind-maps, assisting with Thinking Tools, research, provision of notes (if available)

- Assisting in implementing task modification (in consultation with teachers)
- Supervising students for individual work , at times
- Assisting in keeping the student on task and focused if possible
- Supervising a particular project
- Assisting in locker management
- Anticipating daily learning needs and responding to these needs
- Assisting students with mobility or physical or sensory needs (for specific students)
- Assisting with specialized equipment (e.g. hearing impaired)
- Guiding the student in moving towards independence in learning
- Maintaining records related to the student
- The Learning Support Officer, may be required to attend excursions or camps, or activities such as homework club, as required.
- Assisting with PSGs, either in pre-organisation, and follow up, or attending the PSG
- ICT competence (Salesian College makes extensive use of ICT, including Learning Management systems and student laptops)
- General administrative duties
- To undertake, as required, tasks that assist in an holistic effective educational program for students
- Strong knowledge and understanding of Child Safety legislation and responsibilities

Salary and Conditions

These positions come under the Victorian Catholic Education Multi Employer Agreement 2013.

Enquiries and Applications

Further enquiries should be directed to the Principal's PA, Mrs Mary Menz, at the College on 9807 2644.

Applications, together with the Curriculum Vitae and the names and contact numbers of three (3) referees, including current Principal, should be forwarded to:

**The Principal, Mr Robert Brennan
by email to:**

employment@salesian.vic.edu.au



**SALESIAN
COLLEGE**
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