

POSITION DESCRIPTION

Trainee Learning Support



Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 990 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of Freedom, Justice, Sincerity, Verity and Felicity. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

Position Summary

The Trainee Learning Support will be to assist with the implementation of additional learning provisions within the College. The Trainee will assist the Learning Diversity Leader and Learning Diversity teaching staff in providing education programs to students and supporting students with diverse learning needs.

This position within Loreto College is for a period of twelve months. An employment contract will be signed by the employer (Loreto College), the employee and the accredited government apprenticeship agency (VCCI). It will be an expectation of the College that the person employed under this arrangement will complete the study requirements of the Traineeship within the twelve month period. Training will be provided both within the workplace and also through the provision of training from the external provider.

In addition, the Trainee will develop employability skills within the area of education, leading to the acquisition of a nationally credited qualification, Certificate III in Education Support.

Key Responsibilities

Under the direction and supervision of the Learning Diversity Leader and teachers or subject teachers the Trainee will be required to:

- Support the delivery of educational programs to individual students or groups of students across all areas of the curriculum
- Assist and support the implementation of instructional programs in line with the College school improvement initiative, namely, the Response to Intervention (RTI)
- Be an effective participant in the communication process between students, teachers and Learning Diversity teachers
- Assist with the preparation of student resources, teaching resources pertaining to students with diverse learning needs under the direction of LD and teaching staff
- Ensure that pertinent student details and information are referred to the appropriate member of teaching staff (Mentor Teacher, Subject Teacher, Learning Diversity Leader)
- Refer all teacher or parent queries received to the Learning Diversity Leader/Teacher
- Provide notes and anecdotal reports on student progress to Learning Diversity Leader/Teacher
- Maintain student records as required for observations and classroom support
- Provide administration support when required to the Learning Diversity Leader
- Provide support to students and subject teachers in the use of assistive technology
- Participate in professional development as recommended or approved by relevant College staff
- Attend camps and excursions as required
- Respect and understand the need for confidentiality in relation to personal information pertaining to student details
- Observe College rules, procedures, practices and safety aspects, treating all students equally
- Provide basic first aid when required

General

- Work collaboratively as part of the Learning Diversity Team.
- Maintain confidentiality on all College matters.
- Undertake other duties as directed by the Principal or delegate, consistent with the trainee nature of the role.

Shared Responsibilities

Mission and Ethos

- Have a commitment to, and a clear understanding of the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives and strategic plans.
- Take reasonable care for their own health and safety and for the health and safety of others who may be affected by their acts or omissions and cooperate with anything Loreto College does to comply with OHS requirements.

Child Safety

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice.
- Be familiar with and comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
- A demonstrated commitment to the safety, wellbeing, and inclusion of all children
- Uphold a zero-tolerance attitude towards child abuse.
- Ensure cultural safety for Aboriginal and Torres Strait Islander children and children from culturally and/or linguistically diverse backgrounds.
- Provide a safe and accessible environment for children with a disability.
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

The criteria listed below will inform the selection process:

Qualifications and Experience

- Willingness to undertake a relevant traineeship in education support.
- Experience working in a busy, customer-facing environment.
- Demonstrated interest in developing skills in education support.

Skills, Capabilities and Personal Attributes

- Demonstrate and display well developed written, oral communication and numeracy skills
- Competence to undertake assigned duties and the confidence to contribute to a team-based work environment
- Demonstrate the capacity and willingness to learn a variety of record keeping procedures and educational programs
- Display competence in an ability to work independently, work under supervision and within a team, displaying appropriate judgement and flexibility
- Demonstrate an ability to use a variety of technological devices
- Demonstrate or provide evidence that they are able to follow instructions and manage time
- An ability to foster positive relationships with students and staff members and work collaboratively.
- Reliable, punctual and able to work collaboratively as part of a team.
- Commitment to maintaining confidentiality and exercising discretion at all times.
- A demonstrated commitment to the safety, wellbeing, and inclusion of all children

- The ability to laugh at oneself, reflect and commit to continual learning
- The successful applicant must hold or be willing to acquire a Working with Children Check card and a National Police Record Check before employment.
- Aligned with the Loreto values of justice, sincerity, verity, freedom, and felicity in all interactions and decisions.