



STUDENT LEARNING SUPPORT LEADER

POSITION DESCRIPTION

Our Vision: Catherine McAuley College Bendigo (CMCB) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. Our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The Learning Support Leader will be responsible for leading, advocating and representing the Student Learning Support staff across the College, fostering the Mercy values of Compassion, Justice, Respect, Hospitality, Courage and Service.

ESSENTIAL DUTIES & RESPONSIBILITIES

<p>Student Learning Support – Allocation and Leadership</p>	<ul style="list-style-type: none"> • Work in collaboration with the Learning Diversity Team • Co-ordinate and maintain student Learning Support staff Timetables, resources and concerns across the College. • Liaise with the Learning Diversity Leaders to ensure NCCD support for the maintenance of PLP's is measured and recorded across the College in accord with NCCD and CMC standards. • Lead the campus Student Learning Support Team and represent Student Learning Support staff at various forums and meetings. • Regularly update the Student Learning Support staff on associated issues through various forums and meetings. • Report personal Student Learning Support staff concerns to the appropriate Leadership members. • Provide written reviews and promotion from the Student Learning Support staff and the students that supported. • Maintain a record of staff ratios for Student Learning support staff. • Support the recruitment and induction of Student Learning Support staff.
<p>Student Support Groups</p>	<ul style="list-style-type: none"> • Work in collaboration with the Learning Diversity Team to establish student support group (SSG) meetings. • Maintain student records of SSG meetings.
<p>Student Learning Support</p>	<ul style="list-style-type: none"> • As required in the timetable work in the class room as per Student Learning Support position description.



Communication	<ul style="list-style-type: none"> • Provide draft communication for the General Office who will distribute all College communication including excursion and activity consents. • Assist with paperless methods of communication, via approved College communication tools. • Delivering messages to students. • Maintain high standards when managing confidential information, complying with the College's data protection policies and procedures and legislative requirements.
Professional Development	<ul style="list-style-type: none"> • 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. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit.
Nurture Culture	<ul style="list-style-type: none"> • Understand and drive culture change. • Be responsive to the complex, challenging and changing environment and the diverse nature of the College context. • Be aware of and support the Mercy Code of Conduct to ensure equal opportunities for all, regardless of race, sex, age or background. • Draw on the knowledge and skills of staff members to support change.
General and Administrative 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. • Maintain currency mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Demonstrate professional and collegiate relationships with colleagues.

KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Experience and suitable associated qualifications associated with leading and performing the Learning Support staff role. • in facilitating and successfully managing complex and confidential matters. • Demonstrated professional and collaborative relationships with colleagues. • Proven time-management skills with the ability to manage multiple simultaneous priorities.
	<p>Desirable Other:</p> <ul style="list-style-type: none"> • Experience in an education environment of the role and associated challenges
Skills and Attributes	<ul style="list-style-type: none"> • Demonstrate professional and collegiate relationships with colleagues. • Personal sense of initiative, innovation, and enthusiasm. • Outstanding communication and interpersonal skills to build relationships with key stakeholders such as 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.



	<ul style="list-style-type: none"> • Ability and willingness to accept policy directives. • 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.
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 (employee status) and must be willing to undergo a National Police Record Check.

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College Bendigo and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	Director of Pastoral Care
Conditions	Conditions are in accordance with the Catholic Education Multi Enterprise Agreement (CEMEA) 2022.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.
Last Reviewed	August 2024

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.