**CLASSROOM AND LEARNING SUPPORT SERVICES – LEVEL 5**

**Catholic Education in the Diocese of Lismore**

Catholic schools have been part of the Diocese of Lismore since the nineteenth century and play a significant role in the life of parishes, being part of the evangelising Mission of the Church. Under the pastoral leadership of the Bishop of Lismore, Catholic schools provide faith-filled, inclusive and caring environments that allow young people to grow in their faith, better understand the Mission of Jesus Christ and experience ‘fullness of life’ (John 10:10) in learning and living well.

**Position Purpose**

This role supports the classroom teacher by undertaking a variety of tasks to ensure students, particularly those with additional needs, have the opportunity to be successful at school.

In addition, this role supports the underlying Mission of Catholic Education in the Diocese of Lismore by delivering services that contribute to enabling students to achieve the fullness of life.

**Organisational Relationships**

**Reporting lines:**

This position reports to the Principal or their delegate.This position has no direct reports.

**Interactions:**

The role is within the school support team and has daily interaction with school staff and students, particularly those with additional needs, and on occasion with their parents (as directed by their supervisor).

**Key Responsibilities**

In completing the duties of the role, all employees are expected to adhere to and support the Lismore Diocese Catholic Education Vision, Mission and Foundational Values and the achievement of the strategic priorities. Employees are required to adhere to Catholic Education policies and procedures and comply with a range of statutory requirements, including work health and safety legislation, safeguarding children and promotion of a child safe culture.

Employees are required to participate positively in the Mission of Catholic Education, planning forums, staff meetings and ceremonies as required across the Diocese.

A **Classroom and Learning Support Services - Level 5** position is one where the General Employee ordinarily performs work above and beyond the skills of a Level 4 position, and:

(A) possesses knowledge of workplace procedures/practices required by the Employer including a detailed knowledge of complex procedures relevant to the position;

(B) has responsibility for their own work, and where appropriate, the work of those who are supervised;

(C) resolves complex operational problems and coordinates work within a department of the school;

(D) assists in planning future department or school organisational needs; and

(E) performs duties that typically require a skill level which assumes and requires knowledge or training equivalent to either a diploma or certificate IV with relevant work experience, a certificate III with extensive work experience, or an equivalent combination of relevant experience and/or training. For the avoidance of doubt, a General Employee who, at the time of

appointment to this level, was not required to have a Certificate IV or Diploma, will not later be required to obtain either qualification.

**Indicative duties**

A Level 5 General Employee within this occupational stream may perform the following indicative duties:

• supervision and management of General Employees at a lower level including overseeing their recruitment, work allocation, professional development, performance appraisal and training;

• planning teaching programs in conjunction with Teachers;

• preparing reports for parents in conjunction with Teachers;

• providing in-service to Teachers in specific technical or other areas;

• planning and preparing, in conjunction with Teachers, student assessment and reporting and the preparation of student portfolios, including discussing student progress with Teachers;

• researching reference material for Teachers, and to support programmes for quality teaching and learning;

• maintaining budgetary information for one or more areas, such as kitchens, laboratories, libraries or workrooms;

• repairing equipment requiring technical knowledge and expertise;

• purchasing of resources in conjunction with a Teacher or other qualified member of staff;

• supervise travel training for a student with a mild intellectual disability; and

• providing specialist technical advice, direction and assistance in the employee’s area of expertise using the application of knowledge gained through formal study/qualifications applicable to this level.

**Examples of positions which typically fall under this level include:** Senior school assistant, Senior classroom support specialist, Teacher Aide Coordinator, Professional Assistant.

The job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the employee. Duties, responsibilities and activities may change, or new ones may be assigned in line with the changing needs of the employer.