

<b>POSITION TITLE:</b>	School Learning Officer (Level 2)
<b>SECTION:</b>	
<b>REPORTS TO:</b>	The Principal
<b>CLASSIFICATION:</b>	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i>  SOF Level 2
<b>AUTHORISATION:</b>	Executive Director

## Catholic Education Services – Diocese Of Cairns

Catholic Education Services in the Diocese of Cairns is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

Catholic Education Services is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

Catholic Education Services in the Diocese of Cairns embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

### **Purpose Of The Role**

The Student Learning Officer appointed to this position is required to demonstrate competency involving the application of knowledge and skills to a range of tasks and roles. There is a defined range of contexts where the choice of action required is clear, where the choice is of limited complexity. Checking is within well-established routines, methods and procedures. Limited discretion and judgement about possible actions is involved.

Duties are performed under direct and or routine supervision depending on function. Work is intermittently checked and supervision may involve detailed instructions in some situations.

Duties may take the form of general guidance where working in teams is involved.

An employee in this position will have no supervisory duties, however an experienced employee may assist others by providing peer support in the completion of routine tasks.

### **Essential Duties and Responsibilities**

*Typical duties performed may include, but are not limited to:*

- Assist with evaluating and assessing the learning needs of students while under the direction and / or supervision of the classroom teacher.
- Attend meetings by invitation, involving parents, teachers and / or specialists where appropriate to discuss student progress and needs
- Work with students according to the directions / lesson plans given by the class teacher
- Provide physical assistance to students where necessary and appropriate.
- Participate in planning days with team teachers to discuss student needs
- Provide support to students with social / emotional needs in the form of supervising a student when time-out from the classroom for a short period is needed; developing a close rapport with students to be a contact person if needed.
- Adhere to individual classroom rules, expectations, incentive schemes and behaviour management plans as informed by the classroom teacher.
- Assist with in-class support programmes as directed by the classroom teacher
- Report regularly to the classroom teacher on student progress
- Maintain confidentiality with regard to student information and discuss same in an appropriate setting with relevant school personnel only.
- Participate in daytime school carnivals as directed by an academic staff member.
- Maintain confidentiality regarding student information and redirect all parental enquiries concerning student progress to the classroom teacher.
- Assist with group work in Literacy block time if appropriate for the year level and as directed by the classroom teacher.
- Keep personal records of student work sessions
- Assist teaching staff in the supervision of students with all concerns / problems referred to teaching staff for resolution as required.

## **Genuine Occupational Requirements**

- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Facilitate the prevention of child harm by recognising and responding appropriately
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

### **Physical requirements of the position:**

- Work is normally performed in a typical interior office and/or classroom environment
- Manoeuvring within the office/school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment

## **Mandatory Qualifications And Requirements**

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card or be eligible to apply
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- Junior Certificate is the minimum formal qualifications. No experience is necessary.
- Promote child safety at all times

## **Related Documents**

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland

## **Additional Information**

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns

- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

## Employee Acceptance

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name:

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Signature:

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Date:

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