

POSITION TITLE:	School Learning Officer
SECTION:	Classroom Support
REPORTS TO:	The Principal
CLASSIFICATION:	School Officer Level 3
AUTHORISATION:	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 purpose of the School Learning Officer role is to maximise educational outcomes for students by providing assistance to Teachers to meet the learning goals of students. This may involve assisting Teachers in the delivery of learning programs both in small group and/or 1:1 scenarios.

Essential Duties and Responsibilities

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

- Providing assistance to teacher/s to support student learning that aligns with student/s personalised learning plans (PLP) and highly individualised programs (HIP) plans, including implementing specific support/learning/intervention programs
- Collaborating with teacher/s and staff from multiple departments including participating in care team meetings, PLP and HIP meetings and safety meetings
- Providing support and supervision to students that require substantial and extensive adjustments inside and outside the classroom to enable them to participate in learning and school activities including sporting events, school functions, field trips and excursions
- Providing assistance to teacher/s to implement external school-based activities e.g. concerts, sporting events
- Providing support to students participating in extra-curricular activities
- Assisting students (either individually or in groups) that require substantial and/or extensive adjustments with specific learning needs including writing and reading and providing feedback and observations to the classroom teacher/s. This includes implementing individualised strategies and modification as per their PLP and/or HIP
- Assisting with the screening and assessment of students
- Keeping accurate records of student work and progress and communicate with the teacher/s and relevant staff to ensure effective flow of information regarding student learning progress and wellbeing. Including frequent monitoring and review of PLP Adjustments and SMART goals for students requiring substantial and extensive adjustments
- Assisting in the support of student engagement by reinforcing appropriate student behaviour, school expectations, individualised behaviour support plans and safety plans
- Providing practical assistance to students in using classroom resources, e.g. technology, specialised equipment
- Performing administrative tasks of record maintenance, producing individualised resources (printing, laminating etc.) and other administrative support
- Liaising with teacher/s and parents/carers regarding specific matters e.g. regulation, individualised SMART goals, toileting, eating, medication etc
- Assisting in maintaining a clean and tidy classroom and other learning environments
- Assisting in setting up appropriate classroom and other learning environments, which may require adherence to specific safety standards and substantial and extensive adjustments
- Assisting in maintaining personalised equipment and resources, and ensuring they are functioning and hygienic, including hearing equipment, toileting equipment, mobility equipment and learning resources



School Learning Officer

- Providing routine support to students in relation to their physical needs (e.g. mobility support), personal care needs (e.g. toileting and feeding), emotional needs, and medical needs (e.g. administering medication)
- Ensuring student safety in accordance with policy, procedures, risk assessment and implementing personalised safety plans
- Undertaking student supervision for playground duty including supporting students that require substantial and extensive adjustments
- Sourcing, collating and recording/documenting materials and resources required to support learning activities, including stock control
- Completing relevant training in the use of learning programs, medical management, disability-specific training, HIES and PBS strategies
- Other duties as directed by the principal or delegate/s

Genuine Occupational Requirements

- 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
- Intermediate to advanced skills in Microsoft 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 classroom environment
- Work may be performed in an outdoors environment and may involve exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the classroom/school environment appropriate to the position
- Frequent access too and movement within multilevel buildings that may include open spaces e.g. balconies
- Frequent use of electronic equipment

Child Safety and Protection Responsibilities

- Maintain appropriate behaviours when engaging with children
- Facilitate the prevention of child harm by recognising and responding appropriately
- Promote child safety at all times



Work Health and Safety Responsibilities

- Comply with health and safety instructions
- Take action to avoid, eliminate or minimise hazards
- Not wilfully place at risk the health and safety of self and/or others
- Seek information and advice when necessary
- Be familiar with hazard and incident reporting and emergency evacuation procedures

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
- Appropriate experience or relevant qualifications e.g. Certificate in Education Support
- First aid (including CPR) and/or experience in the management of student medical conditions (e.g. asthma, anaphylaxis, diabetes) would be highly regarded
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education
- 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

