

# POSITION DESCRIPTION

<b>POSITION TITLE:</b>	School Learning Officer
<b>SECTION:</b>	Holy Cross School, Trinity Park
<b>REPORTS TO:</b>	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i>
<b>CLASSIFICATION:</b>	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 School Learning Officer in this position is required to demonstrate competency involving the application of knowledge and skills to a range of tasks and roles. A defined range of contexts where the choice of actions required is clear, with limited complexity of choice. Competencies are normally checked within well-established routines, methods and procedures. Limited discretion and judgement about possible outcomes are involved.

Duties are performed under direct and/or routine supervision depending on function and work is intermittently checked. Duties may take the form of general guidance where working in teams is involved. Work may involve detailed instructions in some situations.

An employee in this position will have no supervisory responsibility, 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 developmentally appropriate student learning, either individually or in groups under the direct supervision of an academic staff member where limited discretion and judgement are involved.
- Under direct and/or routine supervision, perform tasks of limited complexity, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs.
- Under direct supervision of a higher level officer or members of the academic staff prepare and clear away materials for display/use in classrooms or libraries.
- Perform within well-established routines tasks associated with the mass production of printed material including collating, stapling, binding, folding, cutting etc.
- Maintain appropriate behaviours when engaging with children.
- Support students in relation to their physical needs.

## 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
- 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
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment



## Mandatory Qualifications And Requirements

- Unless an exemption applies all staff are required to hold a current Working With Children Blue Card
- Current drivers licence
- Promote child safety at all times
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Tertiary qualifications at Certificate level or equivalent qualifications relevant to the position may be required or such knowledge, qualifications and experience that are deemed by the employer as necessary to successfully carry out the duties of the position

## 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:

- 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:

Date:

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