

POSITION DESCRIPTION



ST MARY'S
Catholic College

POSITION TITLE:	Diverse Learning Officer
SECTION:	
REPORTS TO:	The Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> SOF 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

A crucial aspect of this role is to provide pastoral and learning support to students. The role and responsibilities of the Diverse Learning Officer primarily involve the provision of assistance to teachers and students in the school and learning environment.

Essential Duties and Responsibilities

Under the direction of teaching staff, typical duties performed may include, but are not limited to:

- Maintain appropriate behaviours when engaging with children
- work in classrooms with teachers providing support for students
- assist students to engage in learning and assessment as directed by the classroom teacher
- liaise with teachers to determine the progress and well-being of students at the College
- Support students with a variety of diverse needs including specific cognitive, sensory, and physical needs as well as students for whom English is an additional language
- Support mobility impaired students
- assist the coordination and promotion of cultural education events, activities and programs within the College community
- operate audio-visual aids, duplicating, issuing learning materials and clerical duties
- be part of a team of educators committed to excellence.

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
- Support mobility impaired students
- Infrequent driving of a motor vehicle
- 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
- Proven capacity to build relationships with students from various social and cultural backgrounds including the Aboriginal and Torres Strait Islander community.
- 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
- Demonstrated communication, interpersonal and negotiation skills necessary for good working relationships.
- 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
- Previous experience in working in schools would be an advantage although not essential.

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:

Signature:

Date:
