



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Classroom Learning Officer

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| Position Level | Classroom Learning Support Level 3.1 or Level 4.1 or Level 5.1 |
| Salary Range | \$32.08 or \$32.76 or \$39.12 per hour (exclusive of 25% casual loading) (based on skills and experience) |
| Location | Archdiocese of Canberra & Goulburn |
| Employment Type | Casual |

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals.

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| Position Purpose | The Classroom Support Assistant (CSA) is a member of the Classroom Support Team (CST) that plays a key role in supporting classroom teachers to ensure that all students with diverse learning needs can access and participate in the curriculum and activities in order to achieve the academic goals and social skills required for independent learning and confident participation. |
| Position Duties | Classroom Learning Officer: <ul style="list-style-type: none">• Travelling with students who need assistance• Assisting therapists in their work with students• Carrying out individual programs of a self help nature that develop independent living skills in students• Supervising students in non-teaching periods (including on excursions)• Supervising groups of students other than in a classroom situation• Assisting in teaching duties under the direction and general supervision of a Teacher, including assisting a Teacher with a small group of students in an area adjacent to that concurrently used by the responsible Teacher• Under direction, taking students for their individualised teaching plans in specific areas, and reporting to Teachers on, and charting, student progress• Taking part in case management meetings with Teachers• Working in collaboration with a Teacher or group of Teachers in the implementation of learning and teaching strategies for an individual student, groups of students or class, including students with special needs and recognised disabilities, and gifted and talented students• Researching reference material under the direction of a Teacher |

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| | <ul style="list-style-type: none"> • Assisting with the selection and preparation of teaching resources that meet student needs and interests • Preparation of displays, charts, diagrams and models • Receiving, issuing, distributing, stock-taking and safeguarding of teaching resources, goods, supplies, stores, materials and equipment, other than dangerous goods • Monitoring expenditure on resources • Preparing descriptive cataloguing for library materials, supervising library circulation systems, answering reference and information enquiries, and providing guidance in the use of information systems • Preparation of practical work for use in the classroom, including general and complex laboratory experiments • Developing and using appropriate storage systems, including for dangerous and toxic substances consistent with material safety data sheets • Specialised care of flora and fauna • Assisting a Teacher to take a group of students for duties of a nonteaching nature involving skills in a language other than English |
| Skills, Attributes and Experience | <p>Successful applicants for the position will have:</p> <ol style="list-style-type: none"> 1. A commitment to the goals of Catholic education and a readiness to foster the aims and vision in the wider community 2. Highly effective communication and interpersonal skills so as to engage positively with colleagues and students 3. Applies experience, knowledge and training in planning, organising and achieving outcomes in time constraints 4. Initiative and the ability to handle a number of tasks concurrently, and have the flexibility to adjust to changing situations |
| Qualifications | <ul style="list-style-type: none"> • Must hold a relevant Working with Children registration • Must have relevant work experience • Performs duties that typically require a skill level which assumes and requires knowledge and training equivalent to completion of certificate III in Learning Support |

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or

b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 6234 5427 | Email: recruitment@cg.catholic.edu.au