

## Educational Support – (Learning Support) Position Description

### Main Purpose

The role of Educational Support (Learning Support) is to assist deaf and hard of hearing students with additional physical, wellbeing or behaviour needs to access programs and activities of St Mary's and our partner school. The Learning Support Officer works under the daily organisation of the Head of Campus and is ultimately responsible to the Principal.

### Key Responsibilities:

- Support primary and/or secondary deaf and hard of hearing students, with additional disabilities or needs with learning, organisational, emotional or communication difficulties by applying strategies as directed by their teachers or identified in their behaviour or learning plans.
- Support student participation in extra-curricular activities and events such as excursions and camps as negotiated.
- Support effective communication between students, their teachers and peers by clarifying, repeating, note taking or use of sign language (*if appropriate*).
- Assist in the preparation of curriculum materials, student resources and maintenance of assistive listening devices.
- Work as part of a team, maintaining confidentiality of private or sensitive information at all times.
- Following procedures and practices as identified in St Mary's Positive Behaviour for Learning (PBL) framework.

### Additional duties:

- Fulfil other duties as directed by the Principal or Deputy Principal.

### Selection Criteria

Applicants will be required to demonstrate the appropriate professional standards as follows:

- a. Ability to perform the role of an Educational Support (Learning Support) in accordance with the statement of duties.
- b. An understanding of and/or experience in supporting deaf and hard of hearing students desirable (*Knowledge of Auslan is not necessary*).
- c. An understanding of and/or experience in supporting students with disabilities.
- d. Willingness to be flexible and an ability to work as a member of a team
- e. Ability to present a professional, positive, warm, calm and welcoming persona and remain professional by maintaining high levels of confidentiality
- f. A demonstrated understanding of child safety and of appropriate behaviours when engaging with children.

## Child Safety

The successful applicant will:

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students

## Who May Apply

Holders of Certificate IV in Education Support or Disability Support or working towards completion of the certificate;

People suitable to engage in child-connected work.

Applicants must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check.

## Position Conditions

Position Type: Fixed term

Work Hours: Part time

Classification: Education Support Range 2 Category B (CEMEA 2022)

*As a PBI, packaging is available to staff up to \$15,900 of salary per annum which reduces tax and significantly increase take-home pay.*

## How to apply

Applications should be emailed to [principal@smdeaf.vic.edu.au](mailto:principal@smdeaf.vic.edu.au) and should include:

- covering letter clearly identifying the relevant advertised position applying for,
- a brief response outlining the extent to which you meet each of the criteria and pointing to evidence that you will be able to fulfil the role,
- current employer and at least two other professionals to be listed as your referees,
- a copy of your WWC and police check.

Further information can be obtained by contacting the administration office on **(03) 9800 2733**.