

Learning Enrichment Officer

- Permanent Part Time (8.00am – 3.00pm Monday to Friday), Term Time + 1 Week
- Commencing July 2019

1. The College

West Moreton Anglican College (WestMAC) is a Prep to Year 12 co-educational Anglican school that promotes a balanced schooling experience and individualised learning.

As a WestMAC employee, you will contribute to the personal growth and academic success of our young people and be part of a professionally engaging and supportive work environment where continuous improvement, innovation, and creativity are valued.

2. Child Protection Statement of Commitment

Anglican schools support the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

Given our commitment to child protection, all teachers employed by WestMAC must be registered with the Queensland College of Teachers prior to appointment. This registration must be fully maintained. Queensland teachers are exempt from requiring a Working with Children Check (Blue Card), however as part of the recruitment process teachers will be subject to checks through the Anglican Schools Commission.

All non-academic staff invariably interact with children on a regular basis. Many have direct supervisory and support duties which are identified in their position descriptions. All non-academic staff (ie administrative, support, facilities and ancillary) must undergo a Working with Children Check and maintain a positive notice and Blue Card. Applications must be completed prior to commencement and a positive notification is a firm condition of continuing employment. As part of the recruitment process, these staff will also be subject to checks through the Anglican Schools Commission.

2. The Role

The Learning Enrichment Officer is assigned to classes to provide assistance to students with special learning needs and capabilities in order to optimise student learning outcomes. The breadth of needs range from learning support to extension of gifted and talented students. This may involve direct support to students or assistance to teachers in the overall inclusion process. The position reports directly to the Head of Department – Learning Enrichment. Work is carried out with general supervision on progress and outcomes and involves the application of knowledge with depth in some areas and a broad range of skills. Employees will be able to accept responsibility in meeting time deadlines and will display an ability to maintain confidentiality. Areas of work may include liaison between the School, the student and the student's family where personal knowledge and initiative may be applied to planning, actions and achieving outcomes.

3. Selection Criteria

- SC1** Eligible to work in Australia, with Certificate IV in Education Support or equivalent and current First Aid Certificate including CPR.
- SC2** Demonstrated highly developed interpersonal and communication skills, including demonstrated discernment and ability to communicate with a range of individuals including students, parents, teachers and consulting professionals.
- SC3** Demonstrated knowledge of Child Development Theory and various learning approaches with experience assessing and supporting the development of students.
- SC4** Demonstrated understanding of school and classroom procedures, including lesson plans and curriculum.
- SC5** Demonstrated knowledge in ICT and the ability to apply this knowledge in changing situations, model a range of technical skills in the use and operation of technology and the ability to supervise students in the use and operation of devices and software.

4. What we offer

The College values its employees and aims to provide a positive, nurturing and supportive workplace. At WestMAC you will be surrounded by like-minded colleagues, in a caring and professional community which acknowledges commitment, dedication, and hard work.

WestMAC is an equal opportunity and family-friendly workplace, offering many benefits including:

- generous fee remission for enrolled children of permanent staff
- above award remuneration packages as per Anglican Schools Enterprise Agreement
- choice of superannuation funds, currently 9.5 percent super with an additional 3.25 percent employer contribution if a voluntary contribution of an additional 5 percent is paid by staff
- opportunity to salary sacrifice
- opportunities for career progression through generous provision of Positions of Added Responsibility which well exceed EA benchmarks for teaching staff
- access to extensive professional development, the in-house delivery of which exceeds minimum requirements to maintain QCT (Queensland College of Teachers) registration
- comprehensive staff-developed Professional Engagement Program (PEP) for teaching staff
- comprehensive Staff Wellbeing Program
- payment for participating in the extra-curricular program
- generous leave provision including an additional week of paid leave between Christmas and New Year for all non-teaching staff.

5. Submission of applications

Applicants must forward a covering letter addressing the selection criteria and CV by no later than 4.00pm, Friday 5 July 2019.

EMAIL to: vacancies@wmac.com.au

POST to:

Mrs Janelle Lecinski
Deputy Principal
West Moreton Anglican College
Locked Bag 8004
IPSWICH QLD 4305

All applications will be treated in the strictest confidence.

Learning Enrichment Officer

Student Protection

Anglican schools support the rights of children and young people and are committed to ensuring the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers, and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

1. Position Details

Position: Learning Enrichment Officer
 Location: GSG1
 Reports to: Head of Department – Learning Enrichment
 Classification: The Queensland Anglican Schools Enterprise Agreement – School Officer Level 2

2. Position Summary

The Learning Enrichment Officer is assigned to classes to provide assistance to students with special learning needs and capabilities in order to optimise student learning outcomes. The breadth of needs range from learning support to extension of gifted and talented students. This may involve direct support to students or assistance to teachers in the overall inclusion process. The position reports directly to the Head of Department – Learning Enrichment. Work is carried out with general supervision on progress and outcomes and involves the application of knowledge with depth in some areas and a broad range of skills. Employees will be able to accept responsibility in meeting time deadlines and will display an ability to maintain confidentiality. Areas of work may include liaison between the School, the student and the student's family where personal knowledge and initiative may be applied to planning, actions and achieving outcomes.

3. Key Responsibilities

- Understand student's background and relevant identified learning difficulties in order to provide assistance needed and be aware of the subject teacher's expectations of the students in the class.
- Work in collaboration with the teacher, positively participating in activities, assisting, intervening and encouraging students where appropriate. This may include individually or in small groups, with activities as part of inclusive teaching and learning practices, supporting teachers with behaviour management and the development of social skills and classroom skills development.
- Follow lesson plans using discretion and judgement. Using discernment being able to react to teaching situations by modifying procedures and practices to reflect individual needs so as to improve student outcomes.
- Work with students to identify areas of concern and liaise with appropriate staff for follow-up action. Including using initiative to give advice on the differentiation of classwork and assessment tasks for students.
- Supervise extra time, readers, scribe for tests (as required).
- At all times, working to promote the self-esteem and well-being of learning support students.
- Use of LMS for updating of Learning Enrichment databases, sourcing games/activities, preparing resources and research.
- Assist teaching staff on excursions and sporting events (as required).

- Other key responsibilities appropriate to the banding of the position as determined by the Manager of the role.

4. Organisational Relationships / Extent of Authority

Your immediate supervisor: Head of Department – Learning Enrichment

Positions reporting to you: Nil

5. Knowledge, Skills, and Experience

Skills / Knowledge

Essential:

- Understand and respect the highly confidential nature of the information involved in supporting students.
- Broad knowledge of the learning difficulties/disabilities to ensure students receive appropriate adjustments and support.
- Highly developed interpersonal and communication skills, including demonstrated discernment and ability to work collaboratively with members of the College community and to communicate with a range of individuals including students, parents, teachers and consulting professionals.
- Knowledge of Child Development Theory and various learning approaches with experience assessing and supporting the development of students.
- Display relevant understanding of school and classroom procedures, including lesson plans and curriculum (Prep to Year 12) and to communicate this information to students.
- Demonstrate knowledge in ICT apply this knowledge in changing situations, model a range of technical skills in the use and operation of technology and supervise the students in the use and operation of devices and software.
- Demonstrate initiative, capacity to work with minimal supervision and be a confident decision maker.
- Professional presentation skills with the ability to proactively engage and enthuse both students, parents and other colleagues.
- Ability to prioritise workloads and demonstrate qualities of adaptability, flexibility, reliability and resilience.
- Knowledge of classroom activities, procedures and College policies.

Experience

- Extensive experience working in a learning support environment.

6. Technical / Professional Qualifications

- Certificate IV in Education Support or equivalent.
- Current First Aid Certificate including CPR and/or student-specific health procedures.

7. General Terms

- Comply with all requirements of the Anglican Church Southern Queensland Policy and Procedures Manual - Safeguarding Our Students.
- Comply with requirements of Queensland Workplace Health and Safety Legislation and related Workplace Health and Safety responsibilities and procedures within West Moreton Anglican College.
- Take full responsibility for compliance with all WestMAC policies, procedures and risk management strategies

POSITION DESCRIPTION

- Possession of, or the ability to acquire, a current Blue Card (Working with Children Check by Blue Card Services). The College is legally obliged to warn applicants that it is an offence for a disqualified person to sign a Blue Card application form (further details regarding the Blue Card system is available via www.bluecard.qld.gov.au).
- Compliance with the Staff Code of Conduct.
- Participate in Performance Planning and Appraisal.
- All employees recognise and accept that multiskilling is an essential component of the College and may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.