

INFORMATION FOR POTENTIAL APPLICANTS



DIVERSE LEARNING SUPPORT OFFICERS

Reception-Year 5

8:30am – 3:15pm (6.25hrs per day), up to 5 days per week, 40 weeks per year
Commencing Term 3, 2024

Thank you for your interest in the advertised positions at St Columba College.

St Columba College is seeking to receive applications from candidates interested in joining our **Diverse Learning Teams** across **Reception – Year 5**.

Applicants with qualifications in Education Support or experience in a similar role will be highly regarded.

We have opportunities available in permanent and temporary positions commencing Term 3, 2024.

Below you will find information to follow when submitting your application. Your application should include:

1. A covering letter of no more than two (2) pages outlining your suitability for the role. Please pay particular attention to highlighting your qualifications, experience and skills which address the 'Duty Statement' of the Position Information Document (available on the College website) and your availability across the week. **Please specify the type of work that you are seeking (Temp/Perm, Full Time/Part Time)**
2. Curriculum Vitae, of no more than three (3) pages, listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
3. The completed **Application Declaration Form** (*found at the end of this document*).
4. Please direct any enquiries to Liane Anderson on **8254 0608** or via email at employment@stcolumba.sa.edu.au.
5. **Please submit your application via email in one (1) PDF format and in the following order:**
 - Applicant Declaration Form
 - Cover letter
 - Curriculum Vitae

Applications should be emailed to:
Mr Darren Pitt
Principal
employment@stcolumba.sa.edu.au

Applications close 5pm Sunday 19 May 2024.

Position Information Document

DIVERSE LEARNING SUPPORT OFFICER



Employment Type:
Contract

Classification & Stream:
Education Support Officer – Curriculum Stream

Grade:
Grade 2

Year:
Year 1

Conditions of Employment:
Part-time, 8:30am – 3:30pm (6.5hrs), 5 days per week

Reports to:
Principal (or delegate/s)
Director of Diverse Learning
Business Manager

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. BROAD PURPOSE

Reporting to the Director of Diverse Learning, the Diverse Learning Support Officer will demonstrate a commitment to the College's vision of excellence in education, and provide welcoming, professional support to students and their families and staff to facilitate adaptive student learning and provide timely and professional assistance.

2. KEY WORKING RELATIONSHIPS

| | |
|------------------|------------------------------|
| Principal | Director of Diverse Learning |
| Head of School | Teaching and support staff |
| Business Manager | Parents/Families/Caregivers |

3. DUTY STATEMENT

Receiving general supervision and instruction, the position will support teaching staff with student learning activities. Duties include, but are not limited to:

- Assist teachers with the care of students on excursions, sports days/activities and other classroom and associated school/educational activities.
- Assist student learning, either individually or in groups, under the supervision of a teacher (or delegate) using prepared and structured programs involving:
 - Creating and sourcing resources, preparing classroom materials, class displays and aids for learning programs,
 - Participating in regular program planning and review meetings as required.
- Assist teachers with the implementation of learning programs such as LAP, EAL support, literacy and numeracy support, gifted and talented programs etc. by:
 - Assisting students with the use of a range of software applications as applicable,
 - Supporting/supervising individual or small group programs, with direction from the teacher (or delegate),
 - Facilitating computer learning support activities for students.

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- Assist with communication between students and teachers, particularly the interpretation of instruction by:
 - Demonstrating positive relationships with students, staff, and parents,
 - Attending Review PLP meetings (if appropriate)
- Assist in the translation of simple instructions and supporting students individually and in small groups or other designated areas, with instruction as applicable.
- Document student progress/behaviour in SEQTA as applicable.
- Assist with physical requirements of students requiring special care including assistance with personal care, i.e. toileting.
- General administration and associated duties including classroom photocopying, facilitation of consent forms, set up and tidy up activities, basic first aid etc.
- Actively participating in school activities/events, meetings, required training and/or professional development and professional reviews.
- Undertake other duties, as required by the Principal (or delegate).

4. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to assist in the safety in the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students, and families at the College.

5. PERSON SPECIFICATION

- A Certificate III in Education Support and/or Basic Casualty Care (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Demonstrated ability working and communicating effectively with children. Experience working with children with special needs is highly desirable.
- Willingness to uphold and contribute to the culture and ethos of St Columba College.
- Ability to implement positive and supportive behaviour management procedures and be a good role model for students.
- Effective interpersonal and teamwork skills and able to successfully work collaboratively and flexibly with others.
- Able to take direction and act on it, as well as be self-directed and self-monitoring and utilise some discretion and judgement, as required.
- Good time management and organisational skills, and able to effectively prioritise tasks.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Continence Care Training is desirable.

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6. SPECIFIC REQUIREMENTS

- HLTAID012 - Provide First Aid in an Education and Care Setting Certificate
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Abuse, Harm, and Neglect – Education and Care certificate
- St Columba College Staff do not need to be vaccinated against COVID-19 as a condition of employment. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.

7. WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace.

Reference: Division 4, Section 28 WHS ACT 2012

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or delegate).

Employment Declaration

To be considered for employment in any capacity, you must complete all parts of this Declaration, including by providing additional, supporting information and documentation where a "Yes" response has been recorded. You will not be considered for employment unless you complete the Declaration and provide comprehensive and complete information as necessary.

If you have any questions about the Declaration, please contact us on (08) 8254 0600.



Dr / Mr / Mrs / Ms / Other _____ **SURNAME:** _____

GIVEN NAMES: _____

FORMER NAMES: _____ *please ensure your FULL name is included*

DATE OF BIRTH: _____ (optional) **TELEPHONE:** _____

ADDRESS: _____ **P/Code:** _____

EMAIL: _____

Please tick the statement that best describes your working rights in Australia:

| | |
|--|-------------------------------|
| Australian/NZ Citizen | Permanent Australian Resident |
| VISA with working rights (please provide a copy) | Other (please specify): _____ |

Teacher Registration No. (if applicable): _____

You must provide the **ORIGINAL TRB** issued teacher registration certificate (if applicable) and evidence of a valid, current DHS issued **Working With Children Check** for sighting at your work location.

POSITION FOR WHICH APPLICATION IS MADE: _____

Please respond to the questions below and sign the Declaration at the end of this form:

- | | | | |
|--|-----|----|-----|
| 1. Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received) | Yes | No | |
| 2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? | Yes | No | |
| 3. Are you currently the subject of an investigation or process being undertaken by your employer, a regulator/registrar or police? | Yes | No | |
| 4. (a) Have you ever been the subject of adverse findings in the course of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? | Yes | No | |
| (b) If no to question 4 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 5. (a) Have you ever been the subject of adverse findings relating to allegations of misconduct by you including of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services? | Yes | No | |
| (b) If no to question 5 (a), did you resign during the course of a process/investigation and prior to any findings being made? | Yes | No | N/A |
| 6. Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process? | Yes | No | |
| 7. (If applicable) Do you have conditions on your SA teacher registration? | Yes | No | N/A |

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or delegate) to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged with the **Principal** (or their delegates)

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are charged with, convicted of, or granted bail in relation to a sexual offence against a child you are required to inform the **Principal** immediately and if you are accused, convicted or granted bail you will need to immediately cease providing services to the College.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signed: _____ Date: _____

OFFICE USE:

Principal signature: _____ Date: _____