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| A picture containing graphical user interface  Description automatically generated  **POSITION DESCRIPTION**  **Learning Support Officer** | |
| ECG College, a division of Community College Gippsland (CCG), is a Senior Secondary School established specifically for students at risk of leaving the education system. The Senior Secondary qualification is delivered using the VCAL curriculum. | |
| **EMPLOYEE** |  |
| **DEPARTMENT** | ECG College |
| **REPORTS TO** | ECG College - Principal |
| **APPROVED BY** | Chief Executive Officer |
| **DATE** | December 2021 |
| **POSITION OBJECTIVE** | Work in partnership with teachers to assist students with their individual learning needs to achieve progress against the goals in their individual learning plans. This position is responsible for assisting students who have varying abilities, to work effectively with the set programme delivery and support the goal of successful educational outcomes. |
| Achievement of the position objective will be reviewed against the following key performance indicators in the annual appraisal and review process and as required. Detailed roles and responsibilities for each of the KPI’s are listed below and will form part of the KPI review process. | |

**Our Values** are reflected in our commitment to:

* Develop, encourage, support, affirm and recognize ***Our People*** *#*
* ***Integrity*** through the high standards we hold ourselves to
* ***Respect*** for *Our People*, the community and the environment
* ***Collaboration*** with O*ur People* and the community to advance our Mission and Vision
* ***Accountability*** for making a difference and achieving results
* Uphold the highest Standards to ensure ***Safety*** for all
* ***Quality of Experience*** for O*ur People* and stakeholders

# ***Our People*** are our staff, students and volunteers

**Key Performance Indicators**

* Demonstrate by personal behaviors the values of CCG
* Professional relationships are established with students based on trust and respect utilising a “strengths based” approach.
* Demonstrate a positive and collaborative partnership with teachers in working with students.
* Information regarding student progress and areas of need are communicated to teachers and /or wellbeing staff in a timely manner
* Complete administrative tasks and documentation utilising student management system (Compass) ,including Individual Education Plans (IEPs), funding submissions, attendance, student progress, incident or any behavioural or other significant matters in a timely manner
* Provide individual and / or group support as required including flexibility in moving between classes, groups and working with wellbeing staff.
* When required, accompany students on excursions, school camps and other out of school activities.
* Work with teachers to use effective classroom management strategies that encourage students to take responsibility for their behaviour in line with organisational policies and procedures.
* Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with Community College Gippsland Policies and Procedures
* Contribute to the safety of all students by adhering to the Child Safe Policies, Procedures and Codes of Conduct to ensure all students with CCG are in a safe and inclusive learning environment.  CCG is a child safe organisation and is committed to the safety and wellbeing of all students. CCG has zero tolerance for child abuse

**Key Selection Criteria**

* Demonstrated experience in working within a school environment supporting students to achieve their individual goals
* Demonstrated ability to work within a multidisciplinary team
* Clear understanding of confidentiality and privacy principles
* Knowledge of the Child Safe Standards and ability to adhere to and proactively support them.
* Demonstrated understanding of the social, cultural, economic, and educational features of the region and the impact these have on young people and their families.
* Demonstrated understanding and knowledge of the barriers to engagement in education faced by young people including those from disadvantaged and marginalised backgrounds.
* Must be able to demonstrate an understanding of appropriate behaviours when engaging with children
* Must be able to demonstrate a working knowledge of Child Safety Standards

**Functional Relationships**

**Key Internal Key External**

Students Families/parents/carers

Teaching Staff Support agencies

Administrative Staff

Management

**Essential Qualifications:**

* Certificate III in Education Support or equivalent
* Current Working with Children Check
* Clear Police Check
* Level 2 First Aid

**Please note:**

1. Community College Gippsland adheres to the Victorian Public Health directions where all employees working in the Education sector must be vaccinated against COVID-19 or hold a medical exemption if not fully vaccinated. Compliance with this direction is a legal condition of employment. Any offer of employment will only be made to candidates who can provide evidence of their COVID-19 vaccination status or provide a COVID-19 medical exemption.
2. CCG will not engage, employ, contract or otherwise deal with any Disallowed Person as defined by the Standard VET Funding Contract Skills First Program.

The term ‘Disallowed Person’ applies to both registered training organisations and Relevant Persons at registered training organisations where the registered training organisation has, since 1 January 2011, been subject to any of the following actions for performance reasons:

* A VET Funding Contract termination.
* Termination of an ‘Other VET Funding Arrangement’.
* Registration cancellation, revocation or suspension (whether by the VRQA or ASQA).
* Restrictions imposed on registration (whether by the VRQA or ASQA).

If you a “Disallowed person” as described above it is your duty to disclose this and as such will not be eligible for this position within CCG.

A Disallowed Person can be an individual (natural person) or an ‘entity’ (including a body corporate, partnership, association, governmental or local governmental authority or agency).

A Relevant Person means an individual who has been an Executive Officer or High Managerial Agent, or at a sufficiently high level within an organisation to have exercised a material degree of control or influence over the management or direction of the organisation in relation to training delivery.

DECLARATION:

## Approval

I approve this Position Description as a current and appropriate reflection of the requirements, roles and functions of a learning Support Officer employed by Community College Gippsland.

This Position Description forms part of the Contract of Employment as offered to:

(insert name)

**Signed:** **Date:**

**Position:** Chief Executive Officer

**Employee Statement:**

I have read, understand and accepted the above Position Description.

I understand that the Roles, Functions and Key Performance Indicators in this Position Description, form part of the Community College Gippsland Contract of Employment.

**Name**:

**Signed:** **Date:**