St Bernard’s College is a Year 7 to Year 12 school for boys, founded in 1940 and conducted by Edmund Rice Education Australia. The aim of the College is to support parents in educating their sons within the Catholic tradition and the spirit of Edmund Rice.

St. Bernard’s College is committed to the pastoral system as the core structure for student welfare and pastoral care. Each of the year levels is divided into a two-campus structure – Year 7-9 (The Strand) and Year 10-12 (Clairvaux).

Job Title: Learning Support Officer
Reports To: Learning Support Co-ordinator
Period Allocation: N/A

Job Summary:
Working with classroom teachers to support students with additional needs.

Duties and Responsibilities
The Learning Support Staff will be required to undertake the following duties and responsibilities:

• Provide physical, emotional/social and academic support for students.
• Work with students on a one to one basis or in a small class groups.
• Work with students who have additional needs/identified learning difficulties.
• Work/plan as a member of a team.
• Assist with the clerical duties associated with normal classroom activities.
• Assist with the collection, preparation and distribution of teacher aids.
• Assist with the communication between students and teachers particularly with the interpretation of instructions.
• Liaise with classroom teachers regarding the needs of supported students.
• Act as an advocate for supported students as required
• Participate in Program Support Group meetings for students [PSG’s].
• Participate in the professional learning teams [PLT’s].
• Preparedness to undertake professional learning relevant to the role.

and other duties through consultation with the Principal

Experience and Qualifications
It is anticipated that the Learning Support Officer would have or be in the process of obtaining the following:
Experience and Qualifications (continued)

- Qualifications e.g. Certificate 3 as an Integration Aide (or equivalent) would be an advantage.
- Demonstrated understanding of the pastoral care needs of boys in a Catholic secondary school for boys.
- Experience within a Catholic educational organisation.
- Demonstrated administration and organisational skills.
- Current Working with Children check

Support Staff

The Learning Support Officer will be supported by a range of personnel including:

- College Leadership Team
- Student Welfare Team
- Director of Additional Needs
- Educational Support Co-ordinator
- St Bernard’s College Teaching Staff

Remuneration

In accordance with the Victorian Catholic Education Multi Employer Agreement 2013.

Tenure

In accordance with the relevant Victorian Catholic Education Multi Employer Agreement 2013. A performance appraisal process relating to the key selection criteria for the position will be undertaken with the Principal and/or Deputy Principal and Director of Additional Needs on an annual basis.

Key Selection Criteria

The Key Selection Criteria that will be used to select the Learning Support Staff are:

- Understanding and demonstrated commitment to the Catholic philosophy and ethos of education.
- Experience in the management of students with additional needs within a secondary school environment.
- Experience and understanding of the major issues impacting upon the education of boys.
- Experience in working as part of a team.

Application Procedure

Applications addressing the selection criteria for the position of Learning Support Staff should be submitted to the Principal, Mr Tony Paatsch. Applications close on Friday, 13 March at 4.00 p.m.

Mrs Pauline Zammit
PA to the Principal
St Bernard’s College
41 Rosehill Road, Essendon  VIC 3040

Phone: 03 9289 1000
Fax: 03 9337 1741
Email: pzammit@sbc.vic.edu.au

February 2014