

Learning Enrichment Assistant



LORETO
COLLEGE

www.loreto.sa.edu.au

Position	Learning Enrichment Assistant
Terms	Replacement part-time – 37.5 hours per week
Employment Period	17 June 2024 – 18 July 2025
Classification	Education Support Officer Curriculum Stream Grade 3 Year 1
Responsible to:	Leader of Learning Enrichment

Loreto Mission

The Mission Statement for Loreto Schools of Australia states:

A vigorous belief in the capacity and responsibility of women to contribute significantly to society and to the church underlies the emphasis in our tradition on the education of girls.

It builds on Mary Ward's conviction that 'women in time to come will do much' and is inspired by her independence of spirit, her strength of mind, her tenacity and her courage in breaking new ground. Yet, for all her passion to redress an imbalance, her fundamental belief was that men and women alike found their deepest truth and ultimate value in God. There is still an urgent need today to recreate the vision of what it is to be fully human, for men as well as women. It is therefore our task to educate beyond the stereotypes. It is our hope that those involved in our schools will act freely, courageously and in a spirit of collaboration to affirm the dignity of each individual and to further the cause of human rights.

This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

All Loreto schools in Australia share the same set of values: freedom, justice, sincerity, verity and felicity. These values are at the heart of our educational philosophy and shape our identity as a school.

Position Overview

The Learning Enrichment Assistant's primary responsibility is to work with the Learning Enrichment staff in delivering learning support in both the Junior and Senior School which provides a learning environment that enables each girl to achieve her potential. Loreto's educational philosophy is centred upon a commitment to the development of each individual student, so that she may be someone who realises her potential academically, socially, emotionally and spiritually.

The Learning Enrichment Assistant works under the direct supervision of the Leader of Learning Enrichment R-12. The specific areas of responsibility are outlined under the responsibilities of the role.

Key Accountabilities	Responsibilities and Expectations
<p>Working effectively</p>	<ul style="list-style-type: none"> • supporting students with learning enrichment programs (both small group and individual) through student withdrawal or in-class support; • supporting students where English is an additional language; • providing support in implementing programs to address the special learning difficulties of individual students in literacy and numeracy; • striving to establish positive, supportive relationships which empower students to access literacy and numeracy support and establish ongoing communication with their parents; • helping students develop self-concepts within their program of literacy/numeracy support; • being responsive to the differing learning styles of students who require literacy/numeracy support; • supporting the development of learning activities that are effective and interesting to students who require literacy/numeracy support; • supporting teachers with students in their classes who receive literacy/numeracy support; • having a thorough knowledge of subject matters to enable the course objectives to be taught; • promoting a trusting and caring approach within the classroom; • maintaining an interest in the welfare of students and promoting the wellbeing of students; • attending student review meetings, when required; • engaging in reflective reviews with your Line Manager; • demonstrating commitment to your own ongoing professional learning;

Mission and Ethos

- knowing, accepting, embodying, and developing the Loreto mission and values;
- having a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward;
- fully supporting the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service;
- role modelling Christian values in all dealings with students, staff and parents;
- maintaining confidentiality at all times and demonstrating high professional standards within the College and community;
- providing consistent public support both within and outside the College for school-wide policy initiatives and strategic plans;
- supporting and upholding the College's policies and procedures and the Child Safety Code of Conduct;
- undertaking tasks including creating, collecting, maintaining, using, disclosing, duplicating and disposing of information including managing and using communication devices (email, internet, telephone, network) in accordance with the College's policies, including Privacy Policy and Responsible Use of Technology Policy;

Person Specification

Knowledge and Skills Required

- Demonstrated ability to prioritise workload and to meet deadlines with competing priorities
- Demonstrated ability to deal with a range of situations in a kind and sensitive manner, including the ability to respond to staff and student needs
- Demonstrated ability of working with students in the Junior and Senior School

Personal Qualities

- Superior interpersonal skills, including the ability to listen and communicate effectively and empathetically to achieve successful outcomes
- Excellent communication skills, both written and verbal, that can be used effectively with staff, students and parents
- Demonstrated ability to deal with sensitive information in a professional and confidential manner
- Ability to work independently, be self-motivated and proactive and also be an active and supportive contributor in a team environment

Essential Qualifications

- Certificate IV in Education Support or relevant qualification
- Proficient in Microsoft suite of software

Work Health and Safety

Teachers (including PORs), Non-teaching positions – WORKERS

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 yourself and others in the workplace
- 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, with any reasonable instruction given by the employer to allow the person to comply with the WHS Act
- cooperate with any reasonable policy or procedure of the employer relating to health or safety at the workplace that has been notified to workers
- do not bypass or misuse systems or equipment provided for any purpose
- report unsafe conditions or acts which come to your attention and address where possible. Notify your supervisor/manager of actual or potential WHS risks in your work area
- notify your supervisor/manager of incidents, injury and pain or discomfort following a work related injury/activity as soon as possible, preferably in the shift it occurs, but no later than 24 hours.

All workers are authorised to:

- stop any activity where there is imminent risk of harm to self or others and to the environment
- instruct others to stop a task considered to present a risk to health, safety and the environment
- raise and/or discuss health, safety, environment and quality matters with supervisors/managers or safety representatives where relevant
- notify a direct report and follow up on any health safety, environment and quality matters outside of one's ability or capacity to control
- escalate health, safety, environment and quality matters to an appropriate level

Accountability

Catholic Church Endowment Society Inc (CCES) utilises a number of accountability processes to assess performance relating to the implementation of management system responsibilities. These processes apply to all personnel and are performance based.

The key process may include:

- supervisory arrangements (in accordance with organisational and site management structures)
- system review and verification activities; and
- performance appraisals

Reference: Catholic Safety, Health Welfare South Australian, (12) v1

Annual Review

An Annual Review discussion is undertaken annually with your line manager to provide feedback for development and growth.

APPROVAL

Job Description Approved

.....
Print Name

.....
Signature Principal or Delegate

.....
Date

.....
Print Name

.....
Signature Staff Member

.....
Date

April 2024

Applications

Applications for the position of replacement Learning Enrichment Assistant should be addressed to:

Ms Kylie McCullah
PRINCIPAL
Loreto College
316 Portrush Road
MARRYATVILLE SA 5068

Terms and Conditions

- Certificate IV in Education Support or relevant qualification.
- Approved first aid, emergency asthma and anaphylaxis management training
- Responding to Risk of Harm, Abuse and Neglect – Education and Care certificate
- All applicants will be required to undergo a Working with Children Check and Catholic police clearance. Please attach any relevant certificates to your application.

Included with your application

Please provide copies of the following documents:

- Address each of the Selection Criteria outlined in the position description.
- Your Curriculum Vitae
- The names, addresses and full contact details of three referees who may be approached.
- All applicants will be required to complete an Applicant Declaration Form for School Employees which is available on our website. This Form must be submitted with your application.

Closing Date:

Applications close at 9.00 am on Monday, 29 April 2024