

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.

<b>EMPLOYEE</b>	
<b>DEPARTMENT</b>	ECG College
<b>REPORTS TO</b>	ECG College - Principal
<b>APPROVED BY</b>	Chief Executive Officer
<b>DATE</b>	November 2019
<b>POSITION OBJECTIVE</b>	Working in collaboration with the Principal and teachers the Learning Support Officer will provide support and guidance to assist students to re-engage in education at ECG College.

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.

## 1. SERVICES

With the direction and support of the Principal, the Campus Lead Teachers the Learning Support Officer works in partnership with teachers to assist students with their individual needs and support students 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.

## 2. KEY PERFORMANCE INDICATORS

### Educational Support

#### What You Do

- Enhance opportunities for students to success by supporting student learning under the direction and in partnership with a teacher. This may be with individual and small groups of students both within and outside of the classroom assisting students with their educational and development program.
- Support students to make progress towards their Individual Learning Plans (ILPs) and to utilise Focus Plans (plans used to support self-regulation). Provide feedback and input to the teacher(s) regarding the students ILP and Focus Plan.
- When required, accompany students on excursions, school camps and other out of school activities.
- Provide a positive role model to young people and work with the teacher(s) to establish and maintain a positive learning environment.
- Utilise technology as an effective tool for learning and support students with skill development in technology.
- 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.
- Report concerns and issues to teacher / principal and record these appropriately on Compass.

### **Success Measures**

- Teacher and LSO demonstrate a positive and collaborative partnership in working with the students.
- Teachers are assisted with classroom engagement with opportunities identified for positive outcomes.
- Students are supported to engage in a range of learning activities both inside and outside the classroom.
- Positive behaviour in line with the ECG College Values is modelled to students.
- Technology is used as an effective learning tool.
- Information regarding student progress and areas of need are communicated to teachers about student.
- Student welfare concerns are communicated to relevant staff.
- Any behavioural or other significant matters are recorded on Compass.
- Professional relationships are established with students based on trust and respect utilising a “strengths based” approach.

### **Teamwork**

#### **What You Do**

- Provide individual and / or group support as required including flexibility in moving between classes, groups and working with wellbeing staff.
- Assist in setting up and packing up of classroom and maintaining a safe, engaging and clean environment.
- Participate fully in meetings as required including staff meetings, briefings and debriefs and other collaborative teams as organised by the school leadership.
- Work with the campus and school teams to support a positive approach.

### **Success Measures**

- Support provided as required to students and staff
- Classrooms are set up to promote positive learning
- Active participation in meetings forums etc
- Feedback received from staff.

### **Administration**

#### **What You Do**

- Complete relevant documentation in regard to attendance, incident reports and time sheets as required.
- Maintain running records of support provided to students as individuals or small groups.
- Assist with administrative tasks as required including Individual Learning Plans (ILPs), funding submissions and other administrative tasks associated with the role.
- Learning Support Officers have a duty of care by contributing to the safety of all students by adhering to the School’s Child Safe Policies, Procedures and Codes of Conduct. This will 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.

### **Success Measures**

- Significant incident, concerns or observations are recorded on Compass.
- A record of specific interventions with students is maintained.

### **Professional Behaviours**

#### **What You Do**

- Participation in professional development where deemed appropriate.
- Adhere to current privacy laws and confidentiality regulations.
- Ensure safety and duty of care are maintained at all times.
- Work within professional boundaries
- Ensure ECG Policies and Procedures are adhered to

### **Success Measures**

- Engagement in meetings and professional development as required
- Duty of care and safety are maintained, and any concerns are reported to the Principal.

## **Values**

### **What You Do**

- Demonstrate and work with:
  - Integrity;
  - Respect; and
  - Quality

### **Success Measures**

- We do what we say, and we stay true to our values and commitments
- We respect those in our communities and we actively seek to engage all stakeholders so that we can delivery on what we promise
- We focus on providing high quality service across all aspects of our organisation.

## **OH & S**

### **What You Do**

- Understand Worksafe requirements and act responsibly
- Comply with OH & S standards and responsibilities
- Report hazards and incidents immediately or within 24 hours at the latest
- Regularly check the workplace for safety
- Ensure other employees are operating safely, and address unsafe practices

### **Success Measures**

- Workplace incidents and hazards are addressed within the required timeframes
- You operate safely at all times

## **Ad Hoc**

### **What You Do**

- Other duties and projects as reasonably directed from time to time

### **Success Measures**

- Demonstrated flexibility and adaptability to ad hoc requirements.

## **Meeting Professional Standards and Development**

- Complete the online CCG/ECG induction program in full;
- Undertaking ongoing, self-directed, professional development to ensure industry currency;
- Attend and participate in CCG and ECG staff training days as required;
- Maintain a professional standard of conduct, reliability and communication at all times in accordance with the CCG Staff Code of Conduct and other relevant Policies and Procedures.

## **Organisational Functions**

- Actively support the mission, vision and values of CCG in the performance of all roles and functions;
- Ensure that all actions support the good reputation of CCG and assist to build a positive perception of CCG with all stakeholders including students, community groups, employers and visitors;
- Actively participate in and support CCG corporate functions including;
  - Occupational Health and safety
  - Strategic Planning and building new business
  - Disability and Discrimination Action Planning
  - Providing excellence in customer service

### 3. ORGANISATIONAL FUNCTIONS

- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
  - Promptly and accurately reporting all hazards, accidents, incidents and near misses;
  - Ensuring the safe use and maintenance of appropriate equipment including PPE for self and students;
  - Maintaining a current knowledge of emergency evacuations procedures for all relevant campuses and participating positively in drills and training sessions;
  - Make recommendations for improvements in health and safety.
- Participate positively in marketing and business development opportunities and events;
- Be aware of and participate in strategic planning process including making suggestions through the Program Leader for improvements or new business opportunities;
- Actively work with colleagues to build positive relationships and team work across all departments of CCG;
- Ensure that all information related to the operations, stakeholders, staff, students, business or any other related activity is maintained as confidential and may not be disclosed to any third party without the express written permission of the CEO. A breach of confidentiality is a serious misdemeanour and will be addressed through the CCG performance Management Policy and Procedure.
- Agree that the intellectual property for any works created during and in the course of employment and the entire copyright throughout the world are owned by CCG;
- 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

#### Functional Relationships

##### **Key Internal**

Students  
Teaching Staff  
Administrative Staff  
Management  
Visitors

##### **Key External**

Government Departments  
Industry Representatives  
Education and Training providers  
Employers and potential employers  
Job Skill and Employment Agencies  
Industry Associations  
Community Groups and Members

### 4. EDUCATION, TRAINING AND EXPERIENCE

#### Essential Qualifications:

- Certificate III in Education Support or equivalent
- Substantial experience as a Learning Support Officer or working within schools highly desirable.
- Current Working with Children Check
- Clear Police Check
- Level 2 First Aid
- Full Victorian Drivers Licence.

### **Knowledge and Experience**

- Demonstrated understanding and knowledge of the barriers to engagement in education faced by young people including those from disadvantaged and marginalised backgrounds.
- Demonstrated understanding of the factors which can support young people to reengage and of the principle of unconditional positive regard and its role in developing a safe learning environment
- Demonstrated understanding and knowledge of the personal barriers impacting on school participation and behaviour, including factors such as low literacy and numeracy.
- Experience and training in working with students and additional needs
- Demonstrated understanding of the social, cultural, economic, and educational features of the region and the impact these have on young people and their families.
- Knowledge of the Child Safe Standards and ability to adhere to and proactively support them.

### **Capabilities**

- Demonstrated high level of communication skills with youth
- Ability to work as an affective team member.

### **Please note:**

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:

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## Approval

I approve this Position Description as a current and appropriate reflection of the requirements, roles and functions of a Trainer 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:** .....