



Penola Catholic College Position Description

Position Title	Team Leader, Learning Support
Classification	Education Support Category B Level 3 (School Terms only) \$75,077 - \$85,068 plus superannuation
Employment Status	Ongoing Full Time Working hours 7.45 – 3.51pm
Reports to	Principal, Learning Diversity Leader, Business Manager

About Penola Catholic College

Penola Catholic College is a co-educational college for students from years 7-12 with two campuses in the Northern suburbs of Melbourne. College campuses are situated in Glenroy, which caters for years 7 and 8, and the senior campus in Broadmeadows that features years 9 to 12 and a total college enrolment of approximately 1,400 students.

Penola Catholic College is a community of students, parents and staff guided by the teachings of Jesus Christ and inspired by the example of Saint Mary of the Cross MacKillop. Enlightened by the Gospel values of Faith, Love, Hope and Compassion, we strive to provide a holistic education which meets the needs and develops the gifts of each student. As a community we recognise that this is best achieved in a welcoming environment with a commitment to justice, service and collaboration.

Position Objective

The Team Leader, Learning Support will be responsible for supporting and assisting the Learning Support Officers (LSO) in working with students with additional needs. This role involves close collaboration with teaching staff, Learning Diversity Leaders and Learning Diversity Teachers to ensure that students with additional needs receive the necessary support to learn and achieve their full potential.

The role will also foster a positive and motivated team environment, providing guidance and encouragement to help team members fulfill both individual and collective responsibilities.

The ideal candidate will demonstrate professionalism and maintain confidentiality regarding sensitive information encountered in the role, ensuring a respectful and ethical approach to all responsibilities.

Responsibilities and Accountabilities

- Support funded students with disability (SWD) and other students with additional needs.
- Assist with all activities of daily living including, but not limited to: feeding, dressing, dispensing medication, transferring on/off the toilet, personal hygiene, diapering, transferring into and out of specialised seating and mobility equipment, and performing all prescribed or recommended physical activities.
- Utilises technology including all Augmentative and Alternative Communication (AAC) and personal technology, including powered mobility, to ensure active participation in all academic settings.
- Develop and maintain supportive relationships with parents, carers and others of the student's community. Work collaboratively with other agencies and professionals, as necessary, including psychologists, health professionals and occupational therapist, to meet the personal and educational needs of individual students.

- Implement specifically designed programs for SWD designed by the Allied Health Professionals and ensure the LSO are trained and aware of these strategies.
- Assist SWD students with their integration into mainstream classes and to those students moving out of secondary education.
- Provide pastoral support for students as directed by teachers and where appropriate by psychologists.
- Manage, develop and communicate with the LSO team to share and build best practice.
- Parent liaison – attend Parent Support Group Meetings and information discussions with parents when requested.
- Assist with exam timetable, arrangements and LSO allocations for SWD students.
- Liaise with the Learning Diversity Leader to develop and provide structure to the LSO timetable and daily organisation of LSO allocations to classes, excursions, assessments/exams and student provisions.
- To be aware of College day to day operations, process and/or procedures to assist parents, staff and students and others with any queries.
- Any other duties as directed by the Principal or Principal's nominee (e.g. Deputy Principal Head of Campus and or Business Manager).

Experience and Qualifications

- Experience in scheduling and modifying activities to fit the student's needs and use job related adaptive and technological equipment. Physical ability is required multiple times throughout the day, push heavy equipment, and manoeuvre equipment (wheelchair).
- Ability to train staff to a good standard in the identification of any actual or potential risks.
- Demonstrable experience in working with psychologists, health professionals and occupational therapist to support the student.
- Experience in special needs education needs.
- Excellent communication and customer service skills, with the ability to tailor information and explanations to a range of people.
- Ability to demonstrate negotiation, sensitivity, tact and empathy in an effective and confident manner, when dealing with challenging behaviours.
- High level experience in adhering to safety practices; preparing and maintaining accurate records; and following specific physical assistance practices.
- Able to undertake a number of different tasks simultaneously, ensuring the most important tasks are completed in line with agreed expectations about timeliness, quality and resource use.
- Ability to coordinate and supervise a team and to work collaboratively to achieve desired outcomes.
- Demonstrates awareness of own knowledge, skills and experience and performs confidently in all tasks, quickly establishing trust and respect with others.
- A demonstrated understanding of child safety and understanding of appropriate behaviours when engaging with children.
- Be personable and pastoral in all interactions with staff, parents and students by establishing a natural rapport with people.
- Hold a current Working with Children Check and Police Record Check.
- Qualification in learning support and disability education.
- First Aid level 1 and manual handling is desirable.

Additional Information

Annual Review Meetings

An Annual Review will be held during the year by the Business Manager and will consider the following aspects of the role:

- Delivering results
- Problem solving

- Functional knowledge and skills
- Service to others / customer focus
- Building trust
- Collaboration
- Communication
- Taking initiative

Meetings

Attend staff meetings and other meetings as required.

Professional Learning

Relevant professional learning can be accessed with the approval of the Business Manager.

Employee Obligations

Policies

All staff are employed under and abide by the *Catholic Education Multi Enterprise Agreement (CEMEA) 2022* (and any instrument that replaces it) and Penola Catholic College policies, guidelines and procedures.

Child Safety

The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The College has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation's policies and procedures.

Staff must adhere to the following:

- A thorough understanding of the College's Child Protection - Child Safety and Wellbeing Policies and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety and wellbeing;
- Assist in the provision of a child-safe environment for students;
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

Breaches will be managed as per the CEMEA 2022 Clause 13 – Managing Employment Concerns

Occupational Health Safety

Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. It is the responsibility of all staff to ensure OHS guidelines are met, safe work practices are maintained and all hazards reported to the OHS representative or OHS committee.

Each staff member does make a positive contribution to the College environment. Suggestions that can improve the overall efficiency of a work area are valued and each staff member is encouraged to put forward ideas and suggestions to their Head of Department.