

Disability Support Worker

Title	Disability Support Worker
Classification	Education Support Employee
Appointment duration	On-going
Employment status	Full-Time
Date Reviewed	February 2026

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society. The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church.

It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The primary objective of the Disability Support Worker is to collaborate and work with staff to support students with a disability in the learning environment, in the playground and off campus.

Good communication skills along with knowledge and understanding of supporting young people with a disability is essential. An enthusiasm for the learning environment and the activities of the secondary college, will be highly valued.

The Disability Support Worker will have access to confidential and sensitive information regarding students' personal and educational background, and therefore the ability to be discrete and maintain confidentiality is extremely important. Consequently, the Disability Support Worker is required to be familiar with and support the school's Child Safety policies.

The Disability Support Worker will work with subject and pastoral teachers and staff in the Learning Diversity Area. They will be assigned to support specific students with medical needs, disabilities or additional needs. They may also work with small groups of students. They will assist the student to have opportunities to access educational activities and achieve their learning goals.

Specific Duties

- Under the guidance of the Director - Learning Diversity, work proactively with the teachers to assist the student with a disability to complete their learning tasks
- Work collaboratively with the Learning Diversity team to ensure access to the curriculum and learning environments
- Participate in the daily routines of the Learning Diversity and the College across a range of activities in order to maximise participation within the mainstream curriculum, promote inclusion, support achievement and monitor progress
- Assist the mobility of the young person throughout the campus, ensuring access to a safe learning environment (including during group work and classroom activities)
- Facilitate personal care of the student with disability when needed, working in collaboration with the nursing team at the WFC Health Centre
- Liaise with the Director, Learning Diversity and Compliance Manager, to ensure the evacuation process is in order, including access to the PEEPs
- Provide emotional support and help for the student to make new friends at Whitefriars College,
- Record daily interventions in the *NCCD OneNote*
- Work respectfully with the student, encouraging them to reflect on their personal learning experiences.
- Attend relevant off-campus school events such as excursions, camps, special programs, and activity days where student with a disability is involved, to provide active support which will help maximise student participation and learning
- Provide support for the student requiring Special Provisions during tests and assessments, recording observations on the student's use of their provisions; where necessary, scribe for the student
- Contribute to a positive family-school partnership through professional feedback to the *Programs Support Group* (PSG) meetings each term
- Provide First Aid support for the student, and assistance to the teacher in medical emergencies
- Use work practices that meet legislative requirements related to working with students with disabilities; and use accurate and non-discriminatory language when working with students with disabilities and providing monitoring and feedback to teachers and families
- Model inclusivity with understanding of others with diverse backgrounds

To be successful in the role you will have:

- Relevant work experience, and a Cert III in Education or Disability Support will be highly valued; or the interest to attain a qualification
- A keen interest in supporting young people in their education
- The ability to assist students with mobility difficulties
- The ability to use innovative digital technologies in the classroom to enhance student learning
- Good interpersonal skills including a capacity to develop constructive professional relationships with students, staff and parents
- Commitment to the Carmelite mission and vision, the Catholic ethos of our college, the Learning at Whitefriars Framework, and to the Safety and Wellbeing of children
- A valid Working with Children check
- a current First Aid Certificate Level 2, or the ability to attain this.

Key Selection Criteria

- Experience (or strong capacity) in supporting students with disabilities and additional needs in a secondary school environment
- Ability to work collaboratively with all staff
- Understanding of adolescent wellbeing and inclusive practices,
- Strong interpersonal and communication skills, with the ability to maintain discretion and confidentiality when handling sensitive student information.
- Ability to communicate professionally with staff and families, including contributing to Program Support Group (PSG) meetings and maintaining accurate records (e.g. NCCD OneNote).
- Knowledge of, or commitment to learning, child safety, risk management, and disability-related legislative requirements.

Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA 2022).