The Educational Support Employee – Student Academic Support Officer is responsible to the Principal through the Curriculum Coordinators and Deputy Principal

This role provides invaluable support to students with additional learning needs resulting from the impacts of COVID and to the teachers of these students. It is important that the Curriculum Leaders, classroom teachers and the Student Academic Support Officer work as a team to support these students.

This position requires a high level of competency in a wide range of areas and commitment to the values and ethos of Catholic Education

## CHILD SAFETY

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV Commitment Statement to Child Safety).

Specific responsibility requires employees to:

- Be familiar with and comply with the school's child-safe policy and code of conduct and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects school values
- Implement strategies which promote a healthy and positive learning environment

## RESPONSIBILITIES

- Coordinate and supervise Afterschool Academic Assessment Sessions for students across Years 7-12. This includes facilitating timed assessment tasks as per the instructions provided by Subject Teachers and the College Curriculum Leaders.
- Coordinate and supervise the weekly VCE SAC Resit Sessions for students in Years 10-12.
- Support the Curriculum Leaders with the supervision of lunchtime student academic workshops.
- Coordinate student registration and attendance mechanisms for the academic support programs in operation at the College.
- Assist the College Curriculum Leaders with the supervision and organisation of the various components of the Student Academic Support Process inclusive of facilitating workshops, tribunals, resits, modules, communication etc.
- Work with Subject Teachers to provide academic support and supervision for students both in class and as part of the various academic programs in operation.

- Assist staff within the Responsible Thinking Classroom by supporting students with the completion of tasks, coursework etc.
- Assist with the supervision and operation of the College Homework Club.
- Where suitable, assist with the College Tuition Program.

## OTHER DUTIES

- Other duties as required by and negotiated with the Curriculum Leader(s) and Deputy Principal
- Attend staff meetings and team meetings as required.

## POSITION CLASSIFICATION

- For applicants who do no hold current VIT registration: Education Support Officer – Level 2 – 2 – Category B
- For applicants who do hold current VIT registration, salary would be calculated pending a salary assessment as per the VCEMEA Teachers Salary
- Fixed Term Position
- FTE Negotiable

## KEY CRITERIA

Applications to the position must be:

- A registered teacher
- A teacher with VIT Permission to Teach (teacher tutor);
- A University student currently undertaking a Bachelor of Education (or equivalent qualification); OR
- A qualified speech therapist or occupational therapist

Applications to the position must have current VIT registration or a current WWC Card, and be able to obtain a Police clearance.

## Applications should be able to demonstrate:

- Sound computer skills
- Strong Literacy and Numeracy skills
- The ability to work independently and collaboratively
- Strong interpersonal communication skills
- The ability to prioritise a range of tasks and manage time effectively
- Professional presentation and conduct
- A commitment to confidentiality and the ability to maintain privacy in dealing with sensitive information
- Capacity to work with children and foster safe, positive learning environments