### College Blue Crest_No BG.jpgMarian College

304 Barkly Street

ARARAT VIC 3377

Phone (03) 5352 3861

[www.mcararat.catholic.edu.au](http://www.mcararat.catholic.edu.au)

[principal@mcararat.catholi.edu.au](mailto:principal@mcararat.catholi.edu.au)

Marian College Ararat

Application Package

Position: Learning Support Officer

Closing Date

4.00pm, 22nd February 2021

Dear Applicant

Marian College is seeking a motivated, eager Learning Support Officer with an interest in support of young people to join our dynamic Learning Support Team.

Thank you for applying for a position at Marian College Ararat. This application package will assist you with your application. This package includes:

1. Position description
2. Key Selection Criteria
3. Child Protection and Safety
4. Application for Employment
5. Pre-Employment Disclosure Questions
6. Applicant declaration

Please note

* Application closes at 4.00pm on 22nd February 2021. Applications, supporting documents and letters of application should be emailed to - [principal@mcararat.catholic.edu.au](mailto:principal@mcararat.catholic.edu.au)
* Your application will be acknowledged and a copy of the Marian College Employment Privacy Policy will be forwarded to you.
* After applications close, you will be advised if you have been successful in securing an interview for this position.

In fulfilling Marian College Ararat’s obligation to Ministerial Order 870, Child Protection and Safety, it is a legal requirement to obtain information about a person who it proposes to employ to perform child related duties:

* Working with Children Check
* National Police Record Check
* Proof of personal identity and any professional or other qualifications
* The person’s history or work involving children
* References that address the person’s suitability for the job and working with children.

Any information provided by you in connection with your application for employment may be checked by Marian College with relevant authorities, previous employers, referees or sources. By making an application for this position you consent to these pre-employment checks.

For any further information in relation to the position, please contact Sandra Faneco, Human Resources Manager via [sfaneco@mcararat.catholic.edu.au](mailto:sfaneco@mcararat.catholic.edu.au) or (03) 5352 3861.

Yours sincerely,



Mrs. Carmel Barker

Principal

**Position Description**

**Job Title**: Learning Support Officer

**Tenure:** Fixed Term (2021) with the possibility of ongoing

**Commencing**: To be negotiated

**Load:**  Full time or Part time position (days negotiable)

**Remuneration**: Commencing $47,671 to $66,078 depending on experience

**Key Selection Criteria:**

In support of your application, please include evidence of your capacity and potential to meet the following criteria:

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| --- | --- |
| **Key Selection Criteria for Marian College** | |
| Commitment to  Catholic Education | * An understanding of the ethos of a Catholic school and its mission |
| Commitment to  Child Safety | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) * Be a suitable person to engage in child-connected work |
| Experience | * Demonstrated understanding and experience to perform a Learning Support role * Any relevant qualifications |
| Skills/Attributes | * Ability to work as part of a team * Practical skills * Ability to work with teenagers * Excellent communication skills * Ability to develop and maintain strong working relationships with key stakeholders. * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Self-motivation |

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| **Marian College Ararat** |  |

**Learning Support Officer**

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| **Location : Marian College Ararat** |
| **Classification : Education Support Officer, Category B, Level 1/2** |
| **Reports to : Principal, Business Manager, Head of Learning Diversity** |

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| **STATEMENT OF DUTIES** | |
| **Commitment to**  **Catholic Education** | * An understanding of the ethos of a Catholic school and its mission. * A willingness to support the College’s values, policies and procedures. |
| **Learning Support Officer** | Guided by the Enhancement Coordinators and classroom teachers (under their direction) to support the learning and teaching program.  Main duties include:   * Providing special needs students with additional services and support that supplement the work of the teacher. * Enriching the experience of special needs students with an additional level of assistance. * Providing one-to-one or small group support. * Ensuring safety of Special Needs students. * Learning Support Officers may be required to assist in the implementation of special programs for specific curricula needs, mobility or personal hygiene and health care needs as required * On pupil free days, Learning Support Officers may be asked to perform other duties to assist with the operation of the school. |
| **Commitment to Child Safety** | * A demonstrated understanding of child safety * A demonstrated understanding of appropriate behaviours when engaging with children * Be a suitable person to engage in child-connected work * Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check * 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 * 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 |
| **General Duties** | * Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedure * Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal * Demonstrate professional and collegiate relationships with colleagues * Other duties as directed by the Principal |
| **Skills/Attributes** | * Ability to work as part of a team * Excellent interpersonal and communication skills * Good oral and written communication skills, including ability to     communicate with children, parents and the school community * Ability to develop and maintain strong working relationships with key stakeholders * Proven capacity to work independently * Sound organisational skills including strong attention to detail * Self-motivation |

**Child Protection and Safety**

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| Child abuse includes sexual offences, grooming, physical violence, serious emotional or psychological harm, serious neglect and a child’s exposure to family violence.  Marian College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. |
| This Child Protection Program is made up of work systems, practices, policies and procedures designed to maintain a child safe environment and to embed an organisational culture of child safety within the College community. The Program deals specifically with child protection issues and is designed to ensure compliance with the Victorian Child Safe Standards and related child protection laws. Broader child safety issues arising from our common law duty of care are dealt with through our[Student Duty of Care Program](https://mcararat.cspace.net.au/StudentDutyofCare). |

With the implementation of Ministerial Order 870 relating to Child Protection and Safety in January, 2016, Marian College Ararat, in conjunction with Kildare Ministries and the Catholic Education Office, Ballarat, commenced the process of introducing and imbedding child protection and safety policies and procedures throughout the College and associated community.

**Application for Employment –** *Learning Support Officer*

Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

1. Working with Children Check status, or similar check
2. proof of personal identity and any professional or other qualifications
3. the person’s history of work involving children
4. references that address the person’s suitability for the job and working with children.

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment for the position advertised in

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| --- | --- | --- |
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| (Newspaper, Website, etc) |  | (Date) |

**Application for Employment –** *Learning Support Officer*

Marian College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

1. *Working with Children Check status, or similar check*
2. *proof of personal identity and any professional or other qualifications*
3. *the person’s history of work involving children*
4. *references that address the person’s suitability for the job and working with children.*

It is a requirement that all applicants complete this form. You must complete all parts of the form. Any false or incomplete statement or information in this form or in connection with your application for employment may lead to a rejection of your application for employment. Any information provided by you in this form may be checked by the prospective employer with relevant authorities, previous employers, referees or sources. By signing or submitting this form you consent to these pre-employment checks. Information provided will be treated in accordance with the Privacy Act 1988 (Cth).

I wish to apply for employment to the *Education Support Officer* position

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| **PERSONAL** | **TITLE** | **GIVEN NAME(S)** | | **SURNAME** |
| **MR  MRS  MISS MS**  **OTHER** |  | |  |
| **ADDRESS** | | **PHONE NUMBERS** |  |
|  | | **Home** |  |
| **Mobile** |  |
| **Work** |  |

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| **EDUCATION** | **QUALIFICATIONS ATTAINED** | **YEAR COMPLETED** | **NAME OF INSTITUTION** | |
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| **CURRENT EMPLOYMENT** | **CURRENT PLACE OF EMPLOYMENT** | | | **POSITION** |
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| **ADDRESS OF CURRENT PLACE OF EMPLOYMENT** | | | **PHONE NUMBER** |
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| **DATE BEGAN** |
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| **DUTIES :** | | | |
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| **PREVIOUS EMPLOYMENT** | **EMPLOYER’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous employers. If more space is required, attach a separate sheet)*** | | | |

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| **VOLUNTEER WORK**  **PREVIOUS EMPLOYMENT** | **ORGANISATION’S NAME AND ADDRESS** | **POSITIONS/DUTIES** | **DATES** | |
| **FROM** | **TO** |
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| ***(Note: You must list all previous places of volunteer work where such work involved children. If more space is required, attach a separate sheet)*** | | | |

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| **REFEREES** | **NAME** | **POSITION** | **SCHOOL/COMPANY** | **PHONE NUMBER** |
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**Pre-Employment Disclosure Questions**position that be person suitable to work with

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the prospective employer understanding and determining your likely ability to carry out the inherent requirements of the advertised position. You must answer each question.

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| 1. **Have you ever had any disciplinary action taken against you by an employer (e.g. received a warning or had your employment terminated) in relation to any inappropriate or unprofessional conduct?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Have you ever been the subject of an allegation of inappropriate or unprofessional conduct which has been substantiated by an employer or other body?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Have you ever been found guilty of a criminal offence or are you currently facing criminal charges?** |
| NO YES |
| If yes, please provide details: |
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| 1. **Do you consent to the prospective employer contacting the appropriate person at any or all of your current or former employers (including any retired person who at the relevant time may have been employed by a former employer) to confirm the accuracy of your answers in questions 1–3 above and to ask about your suitability to work with children?** |
| NO YES |
| If no, this will be discussed further if you are offered an interview. |

**Applicant declaration**

I declare that the contents of this form are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any willfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct. I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education. I have read and understand the Statement of Principles regarding   
Catholic Education.

# Signature Date

**Application Process**

Please email to [principal@mcararat.catholic.edu.au](mailto:principal@mcararat.catholic.edu.au)

You application should include:

1. A brief cover letter of application to the Principal of Marian College outlining:

- The reasons for your application;

- Your suitability for the role;

2. Additional information - Resume

Please include the following details:

* + Your personal details
  + Education
  + Relevant training and courses/qualifications
  + Employment record
  + Three nominated referees

3. Completed ‘Application for Employment’ form.