



Marian College Ararat

Application for Employment

Marian College Ararat seeks applications from enthusiastic persons for the position of Learning Support Officer for commencement in Term 1 2025.

This application package will assist you with your application and must be read carefully and followed accordingly. This package includes:

1. About Marian College
2. About You
3. Position description
4. Child Protection and Safety

How to apply for an application to be considered, it is essential that application include:

1. a Cover Letter
2. a response to the "About You" selection statement
3. a detailed Resume and
4. a completed Application Form (from website) Application information on the Marian College Ararat website <https://www.mcararat.catholic.edu.au/about-us/employment-1> Email to the Principal - principal@mcararat.catholic.edu.au

Please note:

- Applications which do not comply with the Selection Guidelines may not be accepted and/or may require you to provide further information before your application can be considered.
- 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 1359, 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 Card/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 false or incomplete statement or information in your application for employment may lead to a rejection of your application for employment. 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 Veronica Scott, Human Resources Manager via vscott@mcararat.catholic.edu.au or (03) 5352 3861.

About Us

Marian College is a dynamic and nurturing Kildare Education Ministries Catholic school in the Brigidine tradition. We are committed to ensuring a vibrant and challenging educational environment of learning and personal growth. Our safe supportive environment will empower our young people to become part of a generation responsible for bringing positive change to our world.

About You

You will have demonstrated a strong commitment to ensuring the safety, well-being, and academic success of students with diverse learning needs. You consistently maintain a secure and supportive environment, fostering a positive and inclusive atmosphere for all learners. With exceptional interpersonal and communication skills, you excel in building meaningful, caring relationships that empower students to actively engage in classroom activities and academic tasks. Your approach facilitates their overall development and success, promoting both their academic and personal well-being.

Child Protection and Safety

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. With the implementation of Ministerial Order 1359 relating to Child Protection and Safety in July 2022, 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.

Learning Support Officer

Location : Marian College Ararat

Classification : Education Support Officer, Category B, Level 2

Reports to : Principal, Business Manager, Learning Diversity Leader

STATEMENT OF DUTIES

Commitment to Catholic Education	<ul style="list-style-type: none">• 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	<p>Guided by the Learning Diversity Leader and classroom teachers (under their direction) to support the learning and teaching program. Main duties include:</p> <ul style="list-style-type: none">• 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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