

Position Description

Learning Enrichment Assistant

To work in a Loreto school is to be part of a vibrant tradition reaching back to 1609 when Mary Ward established the Institute of the Blessed Virgin Mary (IBVM).

The Loreto Schools of Australia Mission Statement (2010) embodies this vision:

Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Employment Type: Part Time – Term Time plus two (2) weeks

In reference to term time, this refers to the student weeks of attendance. The additional two (2) weeks will be worked as follows:

- One (1) week prior to commencement of student's Term One
- One (1) week following the end of Term Four

Hours of Work: 8:15am – 3:15pm (includes 30min unpaid lunch break)

Direct Reports & Relationships:

The Principal is the employing authority and delegates management of this position to the Director of Finance and Business Operations.

The Learning Enrichment Assistant:

- works under the general direction of the Learning Enrichment Coordinator
- is not responsible for the supervision of any other staff member

Remuneration

The position is classified as Level 3 in the "School Officers" structure as set out in the Catholic Employing Authorities Single Enterprise Collective Agreement - Religious Institute Schools of Queensland.

Position Overview

The position provides day to day support to the Teaching Staff in the Learning Enrichment Department in their support of students with additional needs.

Key Selection Criteria

Staff at Loreto College are selected based on outstanding professional and personal qualities.

Expectations include:

- Demonstration of high standards of personal presentation, organisation, communication with staff, families, and other stakeholders, and in respecting the ethos and protocols of the College.
- Demonstrated customer focus attributes, including the ability to respond promptly and courteously to a diverse range of service needs.
- A commitment to the goals, ethos, vision, strategy, and Mission of the College as a Catholic School in the Loreto tradition.
- Adherence to the policies, procedures, and practices of Loreto College.
- Maintaining confidentiality and integrity in all work-related matters at all times.
- Excellent time management skills, initiative and organisational ability including the ability to prioritise tasks to achieve set outcomes.
- Demonstrated knowledge of information technology, including advanced MS Office 365, databases, file management and other software platforms as appropriate.
- Compliance with and understanding of the College's Student Protection Policy & Processes.
- Current Positive Working with Children check is mandatory.



Duties & Responsibilities

The duties of the position include:

- Provide in class support to assist with student learning, either individually or in groups, across all year levels
- Provide practical assistance to the Learning Enrichment Coordinator in the assessment of, and delivery of, the teaching and learning needs of students
- Support students in relation to their physical needs where some discretion and judgement are required
- Assist students with their organisation and developmental skills
- Create visual aids to assist students in their understandings of tasks
- Other duties as requested by the Principal, Director of Finance and Business Operations and/or another College Leadership Team member

Accountability & Extent of Authority

The Learning Enrichment Assistant is accountable for:

- Providing courteous and accurate information to parents, students, staff, prospective parents, suppliers, and visitors to the College
- Promoting the College to external stakeholders
- Carrying out tasks in a friendly and accurate manner

Compliance Responsibilities

All staff are required to comply with all policies, procedures, and requirements for:

Student Protection

Student protection is everyone's responsibility. At Loreto College all persons undertaking work for or on behalf of the College, have a shared responsibility for contributing to the safety and protection of children. All persons are required to be familiar with the content of our Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Guidelines and their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse. All individuals are required to fully participate in and understand the content of any training provided.

Risk Management

Risk Management is the responsibility of all persons undertaking work for or on behalf of the College. Workers must comply with the risk management roles and responsibilities associated with their position and adhere to Loreto College's Risk Management Procedures.

Work, Health and Safety

Actively participate in the promotion of a safe and healthy workplace by performing all tasks in accordance with safety instructions, adhering to responsibilities as outlined in the Workplace Health & Safety Policies, and proactively identifying and reporting all hazards, incidents, and injuries to managers.

Code of Conduct and Dress Code

Comply with all Loreto College Code of conduct and dress code standards. It is expected that that a professional standard of presentation will be maintained at all times.

Skills & Knowledge

Qualifications, Skills & Experience

- A valid Queensland Working with Children Check Positive Paid Employee Notice.
- Current First Aid Certificate.
- Advanced knowledge of MS Office suite

- Successful completion of Year 12 is essential. Possession of relevant tertiary qualifications in a related field would be an advantage
- Experience at similar organisations such as independent schools will be an advantage

Personal Qualities

- Excellent people, communication, and leadership skills with dynamic work habits
- Solutions orientated and the ability to work autonomously and proactively while maintaining a high level of integrity, confidentiality, and diplomacy
- Ability to manage time and planning and to organise own work and that of others to achieve set and specific objectives in an efficient way and within resources available
- Outstanding organisational skills, planning, analytical and high order thinking capabilities.
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines.
- The highest level of loyalty and discretion, and the capacity to maintain the strictest levels of confidentiality.
- Personal sense of initiative, enthusiasm, and high energy.
- Outstanding attention to detail, commitment to customer service and ongoing improvement.
- A resourceful team member who can operate in a collaborative and inclusive environment.

Acknowledgement

This document provides a summary of the role and duties of the position. As the occupant of this position, I have noted this statement of duties and agree to perform the duties indicated and observe all requirements of Loreto College's Policies and Procedures.

Employee Name: _____

Employee Signature: _____

Date: ____/____/____

Manager Name: _____

Manager Signature: _____

Date: ____/____/____