



Position Description

TITLE:	MEDICAL LEARNING SUPPORT OFFICER
Report to:	Director - Learning Diversity Leader
Days of Work:	Monday – Friday
Hours of Work:	8.00am – 4.00pm
Category:	Education Support Category B, with an additional medical allowance

The Medical Learning Support Officer is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none">• Demonstrate an understanding of the ethos of a Catholic school, in particular, the Franciscan and House Charisms.• Demonstrate an understanding of Church teachings and the staff members role in the mission of the Church.• Demonstrate ability to help students understand and appreciate Catholic teachings through personal example.• Demonstrate a commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none">• Be familiar with and comply with the College Child Safety 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.• Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.• Demonstrate ability to provide duty of care for students in relation to their physical and mental faith formation.• Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Duties and Responsibilities	<ul style="list-style-type: none">• Be aware of MACS schools Flourishing Learners position statement –<i>Vision for Instruction</i>.

STATEMENT OF DUTIES

- Build capacity in young people with specific needs to work towards independent learning and living.
- Develop an excellent rapport with teenage students with a range of individual and learning needs.
- Work effectively as part of a team sharing observations and expertise, cooperatively implementing programs, and providing mutual support.
- Observe the personal organisation and social interactions of students and monitor safety and emotional considerations that need to be addressed by the team.
- Record activities undertaken with students as required by NCCD reporting for students with disabilities or individual needs.
- Liaise with staff regarding student progress and requirements to assist learning.
- Assist and encourage students individually, in small groups and the classroom.
- Understand the need for confidentiality when working with individual needs students and their families.
- Participate in sporting events, excursions and professional development as required.
- Participate in Program Support Groups Meetings as required.
- Work one on one with staff to plan and deliver PLP's.
- Work in classrooms assisting students four periods per day.
- Work collaboratively with the Learning Diversity Leaders to promote best practice for all students with individual or specific needs.
- Liaise with the Learning Diversity Leaders in monitoring the progress of students.
- Encourage teachers to be aware of current developments in pedagogy, including technology that will assist students with disabilities and individual needs.
- Commit to ongoing professional development.
- Continue the development of ICT skills as technologies evolve.
- Knowledge of SIMON, ICON databases would be highly desirable.
- Support and be involved in the co-curricular program.
- Proactively encourage students to participate in co-curricular activities.
- Act as a role model for participating students.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting, and anaphylaxis training.
- Attend all relevant College meetings and after-hours services/assemblies, sporting events, mass, community, and faith days.

STATEMENT OF DUTIES

	<ul style="list-style-type: none"> • Demonstrate professional and collegiate relationships with colleagues. • Uphold the professional standards expected of a Learning Support Officer including the Code of Conduct. • Attend to the first aid treatment and supervision of student supervision including the recording of attendance and treatment. • Contact parents/carers/emergency services as required with the assistance of the College Nurse. • Direct monitoring and recording of specific student/s. • Maintain, supervise, and administer daily medications for specific students. • Assist student/s to maintain medical equipment. • Ensure compliance with all Ministerial Orders. • Liaise with Wellbeing Team regards students at risk. • Be an active member of a relevant professional association as duties permit. • Other duties required by the Principal and Learning and Director of Learning Diversity and Learning Diversity Leaders.
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SELECTION CRITERIA

Commitment to Catholic Education	<ul style="list-style-type: none"> • Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism and House Charism. • Demonstrated understanding of the Church's teachings and the staff members role in the mission of the Church. • Demonstrated ability to help students understand and appreciate Catholic teachings through personal example. • Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.
Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to promote a duty of care for students in relation to their physical and mental wellbeing.
Skills and Experience	<ul style="list-style-type: none"> • Demonstrated strong interpersonal, oral, and written skills in the context of relating to students, staff, parents and guardians, College support groups and members of the community. • Ability to work as part of a team.

SELECTION CRITERIA

- Demonstrated experience in the use of ICT to improve student outcomes and build capacity.
- Demonstrated evidence of a commitment to ongoing professional development.
- Demonstrated professional and collegiate relationships with colleagues.
- Exhibit self-motivation and confidence with the ability to build capacity in others.
- Demonstrated highly effective time management skills.

Essential:

- Qualifications (or working towards qualifications), working with students with individual needs.
- Experience in working with students with individual needs.
- Relevant post-graduate studies (or working towards such qualifications).
- CPR qualifications (training provided).