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**Learning Support Officer**

Sacred Heart School, Casterton, is seeking applications from suitable persons for the position of **Learning Support Officer. This is a Fixed Term Position and is for 25 hours per week** for one year,commencing on **Tuesday 29th January 2019**.

**Role Description:**

The role involves working closely and as part of a team with other LSO's, the Learning Diversity Leader and classroom teachers to provide support for students with diverse needs.

The successful applicant will support student learning under the direction of a teacher with individual and small groups of students both within and outside of the classroom to assist them with their educational and development programs.

It is expected that the successful applicant will:

* *Possess a Certificate IV or higher qualification in Educational Support (desirable)*
* *be committed to the values and ethos of the Catholic education system*
* *be highly motivated, committed, positive, friendly and enthusiastic*
* *have some experience working with students with a diverse range of needs*
* *display effective communication and organisational skills and the ability to be flexible, proactive and resourceful*
* *use initiative within the class environment to ensure optimal student support*
* *be able to communicate frequently and sensitively with families*
* *be able to work as part of team*
* *be self motivated and able to work independently if necessary*
* *have the capacity to cater effectively for a diverse range of learning needs*
* *be able to build positive relationships with children and assist in creating learning environments where all are valued and challenged*
* *demonstrate an understanding of child safety and the appropriate obligations and behaviours when engaging with students*
* *be committed to professional learning and ongoing improvement*
* *be able to use ICT*

This community of Sacred Heart School, Casterton is committed to the safety, wellbeing and protection of all children in our care. All applicants need to demonstrate a commitment to the same principles.

**Child Safety**

1. Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the School’s Code of Conduct, policies, procedures and practice
2. 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
3. Provide students with a child-safe environment
4. Uphold a zero tolerance attitude towards child abuse
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
6. Provide a safe and accessible environment for children with a disability
7. Implement strategies that promote a healthy and positive learning environment

**Special Requirements**

Applicants must have:

* *current Working With Children Check*
* *current Police Check or willing to get one completed*
* *three professional referees*

**Criteria**

Applicants to the position should be able to demonstrate:

1. An understanding and full support of the Sacred Heart School Vision and Mission Statement and the values that underpin it
2. Appropriate qualifications and experience as a Learning Support Officer (desired)
3. Appropriate skill levels in Mathematics and English
4. Demonstrated understanding of a variety of academic, social and emotional challenges affecting students in Years Foundation – 6
5. An ability to develop productive relationships with students, staff and parents
6. Excellent organisational and administrative skills
7. Highly developed interpersonal and communication skills
8. High attention to detail and accuracy in record keeping
9. An understanding of the school context and requirements for ensuring child safety
10. Competence in the use of information and Communication Technology

**Application Procedures**

Applications should be made in writing and forwarded via email or post to the Principal.

**How to apply:**

A detailed position description, success criteria and application requirements are available by accessing the Sacred Heart School, Casterton website at <http://www.shcasterton.catholic.edu.au/employment/>

Applications are sort, which include a cover letter, Resume and a written application addressing the Selection Criteria of between 2-3 pages. Please forward your application to [principal@shcasterton.catholic.edu.au](mailto:principal@shcasterton.catholic.edu.au)

**Enquires:**

The Principal

Mr Evan Wrobel

Sacred Heart School, Casterton

39 Robertson Street, CASTERTON VIC 3311

Email: [principal@shcasterton.catholic.edu.au](mailto:principal@shcasterton.catholic.edu.au)

Phone: (03) 5581 1131

**Applications close:**

Wednesday 14th November 2018, by 4pm.