

Position Information Document

Learning Enrichment Tutor trained in Personal Care Support

Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

Sacred Heart College prides itself on enabling all students to access the curriculum and thrive in their learning. Students with disabilities or learning difficulties are amongst the most vulnerable in a school and as such, the role of the Learning Enrichment Tutor trained in Personal Care Support is crucial to assist these students in accessing and participating in their education on the same basis as students without disability (Disability Standards for Education, 2005).

Broad Purpose

The primary function of the Learning Enrichment Tutor trained in Personal Care Support is to facilitate tutorial and in-class support for students who require additional support. The role will be responsible for providing learning support for students identified to require this, such as students with disabilities, additional or special needs, English as an Additional Language (EAL), or considered to be ‘at risk’. The Learning Enrichment Tutor trained in Personal Care Support will also provide personal care such as, but not limited to, continence care, oral eating and drinking support and facilitate transfer and positioning according to the needs of individual students. The role will also provide support to the Director of Learning Enrichment.

Qualifications and Experience

Essential qualifications and experience

- Experience providing classroom support for students with a disability;
- Formal qualifications in classroom support (Certificate III or IV) or relevant training/certification in specialist areas of disability or learning difficulties; and
- Completed training in continence care, oral eating and drinking support and transfer and positioning and training and any other individual personal care support required by a student.

Desirable qualifications, skills and experience

- Experience working in a school or college environment;
- Sensitivity to students of all learning capacity, cultural diversity, and additional needs;
- Experience with SEQTA and the Google Suite; and
- Autism Awareness Training.

Personal attributes

- Understanding and support of the Catholic and Marist traditions, culture and ethos;
- Friendly, positive and supportive of others;
- Willingness to be flexible and adaptable;
- A commitment to maintaining confidentiality of personal records and information; and
- A willingness to support progress or change.

Key Areas of Work

Student support

The Learning Enrichment Tutor trained in Personal Care Support will:

- assist students in accessing the curriculum, especially those with disabilities, special needs, or at risk;
- support students directly within the classroom setting;
- utilise a diverse range of strategies to enhance student learning;
- offer assistance in completing assigned tasks, working individually or in small groups within the Learning Enrichment Centre ("LEC");
- assist students with skills like organisation, guided research, drafting, editing, and time management;
- support multiple students in one session in the classroom or LEC, even if they are engaged in different tasks or subjects; and
- attend to the personal care support requirements of the student as identified by the student's allied health practitioners and/or medical practitioner.

Collaboration and communication

The Learning Enrichment Tutor trained in Personal Care Support will:

- liaise with teaching staff in respect of particular students' progress or needs as required;
- document and track student progress as directed by the Director of Learning Enrichment;
- attend the Learning Enrichment Team meetings as scheduled;
- provide feedback to the Director of Learning Enrichment regarding student progress and potential concerns;
- engage in communication with other Learning Enrichment Tutors about specific student needs or issues; and
- receive instruction from the Director of Learning Enrichment and the student's family and/or caregivers, allied health practitioners and/or medical practitioners as to the student's necessary personal care requirements.

Special projects and interventions

The Learning Enrichment Tutor trained in Personal Care Support will:

- assist in adjusting assessment tasks when necessary;
- help source appropriate resources, such as reading materials, internet information, or library resources;
- participate in intervention programs as directed by the Director of Learning Enrichment; and
- support small group intervention programs as required.

General

The Learning Enrichment Tutor trained in Personal Care Support will perform any other duties in line with your current classification as required from time to time at the discretion of the Principal, Deputy Principal and Head of Campus.

Other certifications

The employee must acquire and maintain:

- current Working With Children Clearance (Police Clearance) to work in Catholic Education SA;
- current police clearance – with no financial convictions or disqualifications;
- approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate);
- First Aid certificate or qualification (as applicable);

- currency of practice and relevant certifications or registration required for the safe and effective execution of the role; and
- awareness of, and compliance with, clearance and screening requirements for employees, volunteers and contractors.

Workplace health and safety

Workers have a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- cooperate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.

Behavioural Expectations and Fair Treatment in the Workplace

Employees of Sacred Heart College are expected to:

- comply with the Code of Conduct for Staff Employed in Catholic Education SA;
- comply with legislation, policies, procedures and protocols regarding the non-acceptance of any unfair workplace treatment – discrimination, harassment and/or bullying; and
- report any concerns and/or ask questions or seek assistance regarding anything you are unsure about.

Performance review

All employees are required to proactively participate in the College's Performance Development Program including periodic review

Conditions of employment

Employer:	Sacred Heart College
Award:	South Australian Catholic Schools Enterprise Agreement 2020
Category:	Education Support Officer
Classification:	Grade 3 + Personal Care Allowance
Prime location:	Either Marcellin Campus, Somerton Park, or Champagnat Campus, Mitchell Park, but with flexibility to work at any College site as required

Reporting/working relationship

Immediately responsible to: Director of Learning Enrichment

Line management from: Head of Campus

References

Institute of Marist Brothers (1998). *In the Footsteps of Marcellin Champagnat: A vision for Marist education today*. Institute of the Marist Brothers of the Schools; Sydney, Australia.