

LEARNING DIVERSITY TUTOR

POSITION DESCRIPTION

Award	Victorian Catholic Education Multi Enterprise Agreement 2018 (VCEMEA)
Group	Education Support Officer
Classification	Category B Level 2
Tenure	As per advertisement
Hours of work	8.30am – 4.30pm
Reports to	Director of Diverse Learning
Last amendment	October 2022
Version	3.2

Position Summary

Learning Diversity Tutors work under the direction of the Learning Diversity Leader and Classroom Teachers/Learning Mentors. Learning Diversity Tutors support teachers in building their capacity to provide effective and differentiated instruction for all students, particularly those with Personal Learning Plans (PLPs) and Programs At a Glance (PAGs). Learning Diversity Tutors help facilitate the development of both PLPs and PAGs alongside members of the Learning Diversity Unit and relevant trained professionals engaged by the College. It is a responsibility of Learning Diversity Tutors to develop current pedagogical knowledge to enhance the development of the students they support.

Key Selection Criteria	<p>Essential Education & Experience:</p> <ul style="list-style-type: none"> • Certificate III in Disability Services or Education Support and/or relevant experience as a Learning Tutor/Teachers Aide • Excellent knowledge of Google Applications and Microsoft Suite • Current (or ability to gain) Working with Children Check <p>Skills & Attributes:</p> <ul style="list-style-type: none"> • Ability to work as part of a team but also independently • Excellent interpersonal and communication skills • Good oral and written communication skills, including the ability to communicate with children, parents and school community • Proven time management skills & strong attention to detail
Child Safety	<ul style="list-style-type: none"> • 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 all students • Demonstrate duty of care to students in relation to their physical and mental wellbeing • Understanding of and commitment to Child Safe Standards.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Teacher/Learning Mentor Support

- At the beginning of the year meet with LMs to examine PLPS and PAGS, explain fully the implications and strategies of individual learning and behavioural difficulties students may demonstrate in the classroom.
- To revisit PLPs and PAGs at the beginning of Semester Two or at the change of electives to ensure all staff are aware of the needs of students on PLPS or PAGs
- The Learning Diversity Tutor will develop a positive rapport with students and teachers.
- The Learning Diversity Tutor will prepare resources where required.
- To build the capacity of teachers to differentiate assessments tasks enhancing student outcomes.
- Under the supervision of the teacher, assist students on an individual or group basis in the classroom.
- Under the supervision of teacher conduct withdrawal classes and/or supervise study period for students
- Learning Diversity Tutors to monitor students (on their caseloads) identifying and feeding back to Learning Diversity Leader areas of need or concern.
- Facilitate small PD workshops for other Learning Diversity Tutors on PD undertaken. Undertake Professional Learning activities as identified by the Learning Diversity Leader or by the Learning Diversity Tutor during the Annual Review Meeting (ARMS)
- Participate in planning meetings with relevant teaching teams.
- Accompany identified students to extra- curricular activities such as excursions, camps and incursions
- Attend after school groups when scheduled
- Assist with administration jobs where deemed necessary by the relevant Learning Diversity Stage Coordinator.

Professionalism & Ethos/Mission of the College

- Is punctual for all duties
- Presents self appropriately, following dress code as required.
- Keeps privileged information to which he/she is privy by virtue of the employment position confidential.
- Responds to own training/development needs.
- Seeks feedback on own performance.
- Maintains highly effective working relationship with all staff.
- Co-operates with colleagues to achieve the implementation of all College Policies and procedures.
- Participates in meetings as required.
- Complies with policies and directives issued by the College including Occupational Health and Safety and Code of Conduct.