



# MacKillop College

## W e r r i e e

MacKillop is a Catholic Coeducational Secondary College with two campuses inspired by the spirit of St Mary of the Cross MacKillop. Set on approximately 18 hectares of beautiful gardens and playing fields, MacKillop is an established College catering for approx. 1670 students from Year 7 through to Year 12 and enjoys an excellent reputation in the local community.

MacKillop is an innovative and contemporary learning community which has exceptional facilities, offers a vibrant curriculum and well-established wellbeing initiatives. Our community invites passionate engagement in lifelong and authentic learning. We respect diversity and are responsive to individual needs. Every member of our community is supported in the pursuit of excellence.

Applications are invited from qualified and skilled persons for the following position:

### **Learning Support Officer (Integration Aide)**

*Full and part time positions available commencing immediately or at a mutually convenient time for the 2018 School year.*

The role of the Learning Support Officer is to:

- Provide a caring environment, which also promotes independence
- Provide assistance for funded students and those requiring additional support with guidance from the Learning Support Coordinator and Subject Teachers
- Prepare and participate in relevant activities related to concepts that endeavour to assist students with their understanding of the curriculum
- Maintain up-to-date information on all supported students and communicate this with the Learning Support Coordinator
- Maintain high level communication with relevant personnel
- Assist with social awareness / interaction and appropriate behaviours within the classroom environment
- Participate in Program Support Group meetings
- Maintain a high-level of awareness of the latest best teaching practices in the area of Integration.

#### **Skills and Knowledge:**

- Proven experience in secondary education
- Excellent verbal and written communication skills
- Highly developed interpersonal skills and the ability to handle confidential matters with diplomacy, discretion and tact
- High level of knowledge and ability with Microsoft applications
- Ability to work autonomously

This position will be a Category C Education Support Employee and remunerated as per the Victorian Catholic Education Multi-Employer Agreement 2013.

The successful applicant must support the philosophy of Catholic education and have a current Working With Children Check and National Police Record Check.

Your application must contain:

- The prescribed application for employment form
- Curriculum Vitae

These should be forwarded no later than **10am on Monday 30 April 2018** to:

The Principal  
MacKillop College

PO Box 522, WERRIBEE VIC, 3030  
Tel: (03) 8734 5200 Fax: (03) 8734 5271  
Email: [employment@mackillop.vic.edu.au](mailto:employment@mackillop.vic.edu.au)

*The MacKillop College community promotes the safety, wellbeing and inclusion of all children.*