



OFFICE ADMINISTRATION / FIRST AID (ES1-2)

JOB DETAILS

Job ID	1253664
Location	Charles LaTrobe P-12 College – La Trobe Campus
Department	Charles LaTrobe P-12 College
Role Type	General Admin/First Aid
Full/Part Time	Part-Time
Ongoing/Fixed Term	Fixed Term
Classification	Ed Support Level 1-Range 2
Apply By	01/12/2021
Begin Date	27/01/2022
End Date	20/12/2022
Hours	32.50
Contact Name	Andrew Robertson
Phone	9223 1400
School Website	www.charleslatrobecollege.vic.edu.au

LOCATION PROFILE

Charles La Trobe P-12 College is proud to be a diverse and inclusive learning community.

We build the capacity of all our learners to achieve their personal best. The work of teachers is driven by commitment to our instructional model and Teaching and Learning Charter. Our teachers understand their students and expect that they will achieve to their full potential. We offer education programs that cater for students' diverse interests to promote engagement in learning this enables each student to achieve to their full potential.

Our College is a complex, diverse and vibrant organisation, where we ensure each part of the organisation thrives as a unique setting, while building powerful connections to each other.

The La Trobe Campus currently has 430 enrolments, across P-12, and an SFOE of 0.4798. The staff structure comprises a College Principal, three Assistant Principals – two of whom lead P-6 and 7-12 respectfully – seven leading teachers with responsibility for wellbeing, engagement, attendance, behaviour, teaching, learning and curriculum, a learning specialist with responsibility in the wellbeing and engagement area, 44 teachers, two social workers, a library technician, a social cohesion officer, a speech pathologist, mental health practitioner, an African Community Liaison and a number of teacher and integration aides. In addition to our core curriculum, in which we focus upon developing literacy and numeracy skills and VCE and VCAL, we offer a broad range of enriched I.T. opportunities including STEM Club, Kitchen Garden, Minecraft, Animation Club, Astronomy Club and a Maker Space. Our STEM programs prepare students for the future world of work, in which creativity and problem solving will be critical skills. Our open learning spaces promote teaching as a public practice and enable us to provide a safe and orderly learning environment.

The P-6 area is heavily invested and involved in the Science of Language and Reading (SOLAR) partnership with La Trobe University. Staff across the college work in Professional Learning Communities, additionally at the La Trobe

Campus small teams of teachers work in Professional Engagement Teams (PETs) where they drive an Action Research Cycle to focus on improving student outcomes in frequent and regular rotations.

While a relatively small secondary setting, we have a full VCE program – offering 22 studies. We also offer the VCAL at Year 11 and Year 12.

Engagement with the community and promotion of diversity are highly valued aspects of College life. We offer a REAL Education curriculum (based on our school values) to enable students to develop strong interpersonal and social capabilities. We pride ourselves on being a community that welcomes all students and families. Our Deaf Facility provides positive education experiences for secondary aged students who are deaf or are hard of hearing. Our International Student Program supports our students to become members of the global community.

The inclusion of The Pavilion School campuses (East Preston and Epping) helps us to remember that everyone has a right to education, and that often that means we must differentiate and personalise learning to meet the needs of young people and families.

The Pavilion School is a Victorian state secondary school for students who have disengaged from or been excluded by schools or education providers. It is supported by the leadership and governance of Charles La Trobe College and has two campuses, one in Preston and one in Epping. Pavilion students present at school with a range of behavioural difficulties and every class is supported by wellbeing staff. At The Pavilion School, students work in small groups and participate in the Victorian Certificate of Applied Learning through to year 12.

Teaching staff at the Pavilion work in professional learning teams and teach across Literacy, Numeracy, Work Related Skills and Personal Development subjects. Pavilion staff have a proven ability to work with high-risk youth and experience dealing with students with a complex range of personal issues. It is essential that Pavilion staff members are willing to follow a shared theoretical approach, along with its practical application, so that the successful implementation of the Pavilion model can be maintained and enhanced. The school is heavily invested and involved in the Science of Language and Reading (SOLAR) partnership with La Trobe University.

Olympic Village Primary School is a campus of Charles La Trobe College, and is located in Heidelberg West. The campus currently has an enrolment of 88 students, and a SFOE of 0.6204. A grant of over \$6 million dollars was received in 2018 to re-build the site entirely. This building work was completed in September 2019. The campus is also heavily invested and involved in the Science of Language and Reading (SOLAR) partnership with La Trobe University.

Regardless of the setting, we are committed to providing enrichment education experiences for all our students. This goal is supported by our partnerships with La Trobe University and Quantum Victoria. Quantum Victoria is an important part of our College, and is one of six State specialist Mathematics and Science Centres. This partnership provides a breadth of Science and Mathematics extension and enrichment program for our students. Our partnership with La Trobe University includes:

- Science of Language and Reading (SOLAR) – the highly regarded Literacy Professional Learning pilot with Professors Pam Snow and Tanya Serry
- Achieve at La Trobe – access to university subjects for VCE students
- Prepare for La Trobe – free preparatory courses that include a non-ATAR entry alternative for both VCE and VCAL students
- Extended Pre-service Placement – an extended, application only pre-service program which stretches across the academic year
- School Partnership Program – an immersion program designed to promote university as a post-school pathway for secondary aged students
- Nexus – an internship program for pre-service teachers
- Industry Ph.D. – we are recruiting a Ph.D. candidate to complete research inside our school

We are a family friendly Prep to Year 12 school offering 'one stop' morning drop off/pick up and streamlined school communications/business for busy parents and carers. Our partnership with Leap Kids enables us to provide high quality out of school hours care and school holiday programs.

At Charles La Trobe P-12 College we believe every student should be supported to learn to their full potential: to achieve their best and to be their best.

SELECTION CRITERIA

SC1 Demonstrated experience and skills in coordinating a specific education support function - especially First Aid.

SC2 Demonstrated capacity to work cooperatively with a range of people including staff, students and parents.

SC3 Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position, e.g. CASES21 and Compass.

SC4 Demonstrated commitment to professional learning and growth.

SC5 Demonstrated high level oral and written communication skills

ROLE

Performs and/or supervises tasks that are carried out in accordance with guidelines, accepted practice and school policy. This may include the supervision and coordination of other education support class staff within the work area or educational program. Supervision and coordination would be limited to ensuring routine tasks are performed to required standards. Input into identifying training needs and development of education support class staff within the work area or educational program becomes an important feature at range 2.

Specialised support to achieve specific outcomes is a feature of range 2. Typically this will involve accountability for a single function, (e.g. ensuring data is properly maintained) or the operation of a work area (e.g. managing the day to day operation of a school office) under the direction of the principal or another senior manager.

Provides support to teachers and students that is beyond the routine support provided at education support class Level 1, range 1. Within an educational program assists teachers with the coordination of the support function, such as directing/organising the work of other support staff or providing a specialist support role.

Undertakes medical intervention support tasks or other specialised student/teacher support roles that require specific training that must be updated from time to time. The role is for a specific purpose for which there will be direct accountability as opposed to support roles that are carried out by a range of staff performing routine tasks under direction.

Performs technical tasks that require a sound knowledge of basic technical and/or scientific principles that are used to develop and adapt work methods and make judgements where there are clear guidelines and limited options. Routine technical support in libraries, science and information technology laboratories would be typical examples.

An education support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

RESPONSIBILITIES

Office Administration:

- Undertake clerical and keyboard duties in support of the school administration function.
- Provide document preparation support.
- Maintain, enter and retrieve data from the schools computer system.
- Perform administration duties which include, answering phones, and general reception.
- Prepare straightforward correspondence according to school procedures (e.g. sending out letters).
- Maintain and update basic written records.
- Sound knowledge of school applications such as Cases21 and Compass is preferred.
- Ad hoc duties as required by the Business Manager and Principal Class team.

First Aid:

- Assess and administer first aid to students and staff.
- Order, store, monitor and administer medication and medical supplies in accordance with DET regulations
- Contact parents and emergency services as required
- Liaise with parents, staff and members of the wider community re any problems/queries about student's medical conditions
- Prepare and maintain yard duty bags and excursion/camp first aid kits
- Maintain first aid supplies
- Maintain, enter and retrieve data from Cases21/Compass in relation to first aid
- Print and update lists of students and their medical conditions
- Coordinate the distribution of medical care forms /action plans as required, following up with parents to ensure they are completed. Providing a summary of student medical care information for staff.
- Communicate with parents/guardians to ensure that student's medical information is correct and up to date
- Provide education in relation to common health conditions (eg. Anaphylaxis/allergy/asthma)
- Other duties as directed by the Principal or Business Manager.

WHO MAY APPLY

Individuals with the aptitude, experience and/or qualifications to fulfill the specific requirements of the position.

EEO AND OHS COMMITMENT

The Department values diversity and is committed to workforce diversity and equal opportunity in schools and all education workplaces. The Department recognises that the provision of family friendly, supportive, safe and

harassment free workplaces is essential to high performance and promotes flexible work, diversity and safety across all schools and Department workplaces.

CHILD SAFE STANDARDS

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. All schools have a Child Safety Code of Conduct consistent with the Department's exemplar available at <http://www.education.vic.gov.au/about/programs/health/protect/Pages/chilsafestandards.aspx>

DET VALUES

The Department's employees commit to upholding DET's Values: Responsiveness, Integrity, Impartiality, Accountability, Respect, Leadership and Human Rights. DET's Values complement each school's own values and underpin the behaviours the community expects of Victorian public sector employees, including those who work in Victorian Government Schools. Information on the DET values is available at <http://www.education.vic.gov.au/hrweb/workm/Pages/Public-Sector-Values.aspx>

OTHER INFORMATION

Hours of work: 8.30am to 3.30pm (half hour unpaid lunch break) Monday to Friday

As the first aid officer, you are the first point of contact for all first aid enquiries and plays an integral role in the school's front of house impression to the community. It is important that the successful applicant operates in a consistent, professional, courteous and efficient manner at all times. The role requires close interaction with a range of staff, students and visitors to the school.

A current Level 2 first aid qualification is required.

All employees of the Department of Education need to be fully vaccinated.

Charles La Trobe College is a multi-campus site and there may be times when you are called upon to work across campuses.

CONDITIONS OF EMPLOYMENT

All staff employed by the Department and schools have access to a broad range of employment conditions and working arrangements.

Appointment of successful applicants will be made subject to a satisfactory pre-employment conditions check.

A probationary period may apply during the first year of employment and induction and support programs provided.

Detailed information on all terms and conditions of employment is available on the Department's Human Resources website at <http://www.education.vic.gov.au/hrweb/Pages/default.aspx>