



Learning Supporter

(Youth Worker)

Position Information Document

Position:	Learning Supporter (Youth Worker)
Responsible to:	Wellbeing Lead
Location:	Compass Catholic Community 8 Mitchell Street, Davoren Park SA 5113
Fractional Time:	1.0 FTE, 43 weeks a year
Classification Level:	Education Support Officer Level 4
Salary:	As per the South Australian Catholic Schools Enterprise Agreement 2020 (EA 2020)
Tenure:	Permanent
Commencement Date:	ASAP

Context

Compass Catholic Community is a fee-free senior secondary school for young people aged 17-24 who have not thrived in mainstream schooling and are looking to reengage with their education. We are moving into our third year of operation, and we are continuing to grow in our community numbers.

Our students engage in personally meaningful and deliberately purposeful project-based, co-created learning, working towards their educational goals, including South Australian Certificate of Education (SACE), Vocational Education and Training (VET) and other Key Capabilities growth. This is towards the ultimate goal of increasing agency and working with students as they develop skills to live a life that is meaningful to them.

Compass Catholic Community is a part of The Northern Adelaide Education and Community Services Village, which seeks to be a welcoming, inclusive and meaningful place for the Northern region. Our vision and mission are in alignment with the vision and strategic direction of Catholic Education SA and the *Living, Learning and Leading Framework*.

Broad Purpose

The Learning Supporter is a hands-on student support role and is part of the Compass broader team who work to facilitate student learning and engagement. This is done in partnership with the Wellbeing Lead, Curriculum Lead, the Learning Facilitators (Teachers) and all other staff at Compass Catholic Community. You will work directly and regularly with students to assist, support, and coach on their learning journeys, formulating and reviewing shared plans. In addition, you will support students' side-by-side to meet their own wellbeing and practical needs.

You will:

- Provide Wellbeing support to students, through a student- and growth-focused lens.
- Participate in curriculum development where relevant to Wellbeing and liaise with members of staff to develop and manage specific learning approaches in order to best meet the needs of students.
- Provide practical support and assist students to access appropriate support services, as well as formatting shared plans for longer term support.

All staff are expected to support the aims and philosophy of Compass Catholic Community by your conduct and interactions with the school community, and by being an example of Christian values. Further, as part of this role, you are expected to perform other duties that occur within schools, such as attend staff meetings, participate in reasonable out of school hours events, and other required activities.

Key Working Relationships

- Wellbeing Lead
- Curriculum Lead
- Partnerships Lead
- Principal
- Students and potential students
- Other teaching staff
- External workers and professionals connected with students:
 - Support staff
 - Partnerships Lead
 - Significant people for students

Key Duties and Responsibilities

Wellbeing Support

The Learning Supporter will:

- Provide Wellbeing support to students, through a student- and growth-focused lens. This will look like:
 - Coaching in the moment, and in purposeful ongoing ways.
 - De-escalation during crises, addressing any immediate safety concerns.
 - Assisting students to access and implement a Mental Health Care plan and attend appointments, and working with other staff to support all students in this area.
 - Working with students experiencing challenges with others in the community with a restorative practice approach.
- Build, embed and live out the Wellbeing Framework development, and implementation at Compass.
- Liaising with other service providers to support students, including existing support networks and professionals that students may already have.
- Complete and maintain professional case notes for student records and any other relevant information, ensuring currency and accuracy.

Learning Support

The Learning Supporter will:

- Support individual and groups of students with their learning journeys, supporting Learning Facilitators.
- Participate in curriculum planning and development when relevant to wellbeing.
- Liaise with members of the wider team to develop and manage specific learning approaches in order to best meet the needs of students.

Practical Support

The Learning Supporter will:

- Assist in the navigation of Centrelink and other social services.
- Assist and support in booking and attending appointments, including those related to police and court matters.
- Assist in providing basic career counselling and financial counselling, in support of the broader staff team.
- Assist in accessing external support, including:
 - Emergency accommodation and other social housing
 - Disability and NDIS related support

Spiritual Life of the School

The Learning Supporter will support the Principal in:

- Ensuring the Catholic ethos and core values permeate all aspects of the students' activities in the school.
- Supporting the Catholic faith of the school.
- Demonstrating faith as an integral part of the mission of Compass Catholic Community.
- Providing students with meaningful faith formation and religious experiences.

Other Duties

- Work as part of the team at Compass Catholic Community to build culture, capacity and structures as the school takes shape.
- Complete administrative tasks accurately and on time.
- Undertake any supervision required for the wellbeing and education of students diligently.
- Attend staff meetings, and all other meetings as required.
- Maintain high standards of professionalism.
- Be willing to participate in all aspects of Compass Catholic Community life, and have the ability to develop positive relationships with students, caregivers, colleagues and the wider community.
- Undertake other duties as determined by the Principal.

Qualifications and Experience

The Learning Supporter will have:

- Experience with and passion for working with young people in growth-focused, positive and professional ways.
- High levels of skill and experience working with students who have disengaged from mainstream learning and employment environments.
- Diploma or higher in Social Work, Youth Work, Psychology, Counselling or other relevant field.
- Proven ability to maintain professional case note and administrative requirements of the school, including WHS, reporting and financial management.
- Proficiency in the use of computer systems and software, including the Microsoft Office Suite and SEQTA (or equivalent education software).

Personal Qualities

The Learning Supporter will demonstrate:

- Ability to collaborate in an educational environment that is innovative and focused on continuous improvement with students at the centre of the work.
- Ability to work, lead and thrive in an 'alternative' learning environment, working effectively as a team.

- Highly developed written, verbal and interpersonal communications skills, with the ability to interact with a variety of people from diverse backgrounds and experiences and work as part of a multi-disciplinary team.

Professional Responsibilities and Requirements

Acquire and maintain:

- Working with Children Check clearance.
- Hold current certification in Responding to Abuse and Neglect in Education and Care.
- Adherence at all times to the *Protective Practices for staff in their interactions with Children and Young People*.
- First Aid Training.
- A current driver's licence.

Work, Health and Safety

This role is deemed to be a worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a worker, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 27 and 28 WHS Act 2012)

Other Professional Responsibilities

- Have a commitment to participate to activities that both support and develop Compass's Catholic ethos and that of the Catholic Church.
- Participate in performance review processes as required.
- Actively contribute to professional preparation and development days as required.
- Adhere to the Code of Conduct for staff employed in CESA Schools.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at Compass.
- Support SACCs and Compass Catholic Community policies and procedures.
- Ensure that confidential information is handled appropriately.
- Be able to demonstrate an understanding of, and commitment to, principles of social justice, gender and equity.

Additional requirements for this role include:

- Some out of hours work may be required to maintain active engagement in the Compass community e.g., Community nights, briefings.