

Location Profile

Mullauna College in Mitcham is a child-safe learning environment. Our school has a long and proud history of academic excellence and providing a stimulating and secure learning environment for students. Our vision is that we are a vibrant learning community in which all members of the community are continually learning and striving to improve. In this we exemplify the college motto of *Success Through Learning Together*. Students are supported and encouraged to aspire to achieve their personal best in academic and co-curricular endeavours, and to be persistent and resilient learners who value curiosity in themselves and others.

While the college focus is very much on academic excellence the belief that happy, healthy, resilient students learn best and achieve their best is a guiding philosophy. Students are supported in their intellectual, emotional, social and physical development by a highly professional group of teachers and education support staff

In the classroom the focus is on creating a learning environment that is current, stimulating, rigorous, values excellence and centred on the learning of every child. Mullauna College provides students with access to up-to-date ICT resources that supports *any time, any place, any platform* learning. We believe that it is essential that our students see themselves as global citizens who have a valuable contribution to make society at every level. Students participate in a comprehensive co-curricular program that includes camps, sport, music, the performing arts, debating, leadership, student governance and service.

Mullauna College is entering an exciting new era with the significant upgrade of learning spaces which will accommodate flexible curriculum opportunities for students and facilitate teachers' innovative and collaborative practice. The facilities upgrade is a mix of new and renovated spaces and includes:

- a new Junior Learning Centre and renovated science classrooms
- a new Arts and Design Centre
- a 'Fab Lab' and a 'Hack Lab' for interdisciplinary, STEM learning
- a tiered external seating area and landscaping linking the new buildings
- a new Master Chef style kitchen and pantry
- a renovated library building which now accommodates a library and a spacious Staff Centre which brings all teachers out of satellite staff rooms and into the one building
- a VCE Learning Centre and Common Room
- a significant upgrade of the entrance to the college from Mitcham Road.

The college has developed the innovative **Makerspaces** precinct which provides a learning environment where all teachers can deliver **STEM** curriculum particularly for students in years 7 to 9. The college supports teachers in offering students opportunities to be involved in big projects that encompass a variety of disciplines and which facilitate authentic, deep learning using state-of-the-art technology.

Position:	Literacy/numeracy tutor in the Quicksmart Program
Classification:	ES 1-1
Responsible to:	The principal team and the Head of Curriculum
Time Fraction:	0.47 = 3 days of 6 hours per day (8:45 – 3:15) = 18 hours per week
Position Purpose:	To fulfil the responsibilities of tutoring in the college literacy and numeracy Quicksmart Programs.

Selection Criteria

1. Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.
2. Demonstrated capacity to communicate effectively with members of the school community including students and the capacity to provide support and/or attendant care to students where necessary.
3. Demonstrated proficiency in the use of office systems, software or technical equipment as relevant to the position.
4. Capacity to work cooperatively with a range of people including teachers, education support, students and parents.
5. A commitment to professional learning and growth.

Role

Undertakes routine tasks that are usually carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established and direction is readily available.

Work has little scope for deviation. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Deviation from established procedures will require reference to others for guidance and direction. Assistance is readily available when problems arise. An experienced employee at range 1 will exercise limited judgement within clearly defined guidelines and well established practices that relate specifically to the tasks performed.

Does not carry responsibility for the work of others. More experienced employees will provide basic guidance and advice to others relating to tasks within the work area.

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.

Qualification requirements do not operate at Range 1. Certification requirements may be required to legally perform specific tasks - e.g. driver's licence, first aid, safe food handling.

Responsibilities

- Assist students on an individual or group basis in specific learning areas.
- Assist with the communication between students and teachers, particularly the interpretation of instructions.
- Provide basic physical and emotional care for students.
- Participate in team meetings.
- Assist with toileting, meals, lifting, and administration of medication to students requiring special care.
- Assist with the supervision of pupils in playgrounds, at camps, on excursions, in sporting activities, therapy activities and life skills.

- Assist in the preparation of student resources and equipment.
- Prepare basic curriculum support resources.
- Set up and put away equipment and materials in support of teaching programs.
- Observe students and draw the attention of the teacher to them where necessary.
- Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement.
- Ensure work areas and materials, equipment and appliances are maintained in a clean and ready to use condition.
- Assist in the preparation of equipment and purchasing of materials and supplies as required.

The successful applicant will work as a tutor in the college literacy and numeracy Quicksmart Program in one-to-one or small group work. This role requires high levels of empathy and initiative.

To apply:

Applicants should access the college website and may contact Principal Barbara Laidlaw 9874 3422 for further information concerning this position. The School Strategic Plan and the Annual Implementation Plan and the 2018 Annual Report are available on the college website.

Applications for this position must be lodged via **Recruitment Online** by the advertised closing date 12/03/2019; late applications will not be considered.

Applicants are advised to include:

1. A cover sheet providing the name of the applicant, record number (where applicable), VIT number, home and school email address, telephone number and a telephone number where the applicant can be contacted during business hours.
2. A specific response to each of the five selection criteria of no more than one page per criterion.
3. A separate curriculum vitae that is a summary of experience and qualifications.
4. The names of three referees including contact details, work and mobile phone numbers, email address, current position and relationship to the applicant, and a short explanation as to which selection criteria each referee can best comment on.