



Celebrating over 800 years of tradition and the search for Truth, Blackfriars remains the Dominican Friars only Australian school. Founded in 1953 on the northern fringe of the Adelaide business district, Blackfriars provides modern facilities with world-class tuition for around 760 boys from ELC (co-ed) to Year 12. The School affirms the Dominican tradition by engaging spirit, mind and body in the pursuit of knowledge. A committed team of approximately 100 staff and a vibrant, culturally diverse and inclusive School community, Blackfriars is regarded as one of Australia's finest independent Catholic boys' schools.

Blackfriars Priory School is committed to the Four Pillars of Dominican Life:

Prayer | Study | Community | Service

Applications are invited from suitably qualified and experienced candidates for the position of:

Learning Enrichment Assistant

Education Support Officer

Replacement | 2022 School Year

Further information regarding this position is available by contacting:

MR GERARD LEAHY
Business Manager

Email: gleahy@bps.sa.edu.au

Applicants are requested to:

1. Complete the Employee Declaration Form.
2. Submit a current Curriculum Vitae including a minimum of **three referees** with contact details.
3. Submit a statement of no more than one page outlining why you would like to work at Blackfriars Priory School, your understanding of and ability to contribute to the mission of Blackfriars Priory School as a catholic school in the Dominican tradition.
4. Submit a statement of no more than three pages outlining your capacity, experience and qualifications to fulfil the **Duties and Responsibilities** as stated in the Position Information Document.
5. **Attach:** Copies of relevant **Qualifications; Working With Children Check** (DHS issued) and/or **Responding to Risks of Harm, Abuse & Neglect** certificates.
6. **Provide evidence of COVID-19 Vaccine status** – as per Government Direction for Education workers and volunteers.

Applications are to be addressed to:

MR DAVID RUGGIERO
Principal
Blackfriars Priory School

Please email applications to: employ@bps.sa.edu.au

Applications close: **Tuesday, 25 January 2022 @ 4pm**

NB: You are required to complete the Employment Declaration and attach it to your application.



POSITION INFORMATION DOCUMENT

As the only school in Australia founded by the Dominican friars, Blackfriars remains faithful to the search for truth – veritas – as lived and taught by Dominicans across the world for the past 800 years. This search follows authentically in the footsteps and foundations described by founder of the Order of Preachers, St Dominic himself, and by the School’s patron, St Albert the Great.

Blackfriars Priory School is an independent Catholic school under the governance of the Dominican friars, committed to providing a holistic education – academically, socially, emotionally, physically, and spiritually – that caters specifically to the needs of boys. We develop young men who seek truth in life, walk with confidence and purpose and are inspired by the four pillars of Dominican life – Prayer, Study, Community and Service.

Blackfriars provides more than 700 students from Reception to Year 12 with modern facilities, outstanding resources, world-class tuition and opportunities to explore and question, develop confidence in their abilities and identify and excel in their natural strengths.

Blackfriars is situated on 4.5 hectares in Prospect, 3km from the centre of Adelaide and adjacent the city’s northern parklands. Since its establishment in 1953, Blackfriars has provided an inclusive and progressive educational environment where boys have every opportunity to explore and discover their purpose in the world.

Working at Blackfriars

It is expected that all members of staff working at Blackfriars will support and live in harmony with the School’s Catholic ethos, comply with all applicable governing codes of conduct, policies and procedures, in particular those pertinent to the safety and protection of child and young people and that of Work Health and Safety. Employees will advance the School’s Strategic Plan and Mission and Vision Statements; thereby contributing towards the sustainability and growth of the broader Blackfriars community.

Blackfriars is an equal opportunity employer, embracing a culture of diversity without discrimination.

LEARNING ENRICHMENT ASSISTANT

NAME:

CLASSIFICATION: **Education Support Officer | Grade 3** (Curriculum Stream)

In accord with SA Catholic Schools Enterprise Agreement 2017
[or as replaced]

EMPLOYMENT STATUS: Replacement | Part-time | FTE 0.55

WORK ALLOCATION: Monday to Friday | 8.30am – 3.15pm | 6.25 per day
31.25 hours per week | Term Time Only
(daily hours include a 30 minute unpaid lunch break)

DATE OF APPOINTMENT: 27 January 2022 – 9 December 2022

REPORTING RELATIONSHIPS: Operational Manager: **Learning Enrichment Coordinator**
Executive Manager: **Business Manager**

APPOINTMENT AUTHORITY: All staff appointments are authorised by the Principal

CONTEXT

The Learning Enrichment Assistant is a member of a highly competent, committed and enthusiastic team that supports students with learning needs.

The role of the Learning Enrichment Assistant is to provide support for the physical, intellectual, social, spiritual and emotional development of students.

Learning Enrichment Assistants work as directed by the Principal, the Deputy Principal (Secondary), the Learning Enrichment Coordinator and the teacher(s).

The incumbent will have the ability to interact with students, parents and staff in a positive, sensitive and respectful manner.

The Learning Enrichment Assistant will:

- Maintain effective communication with all members of staff
- Demonstrate a broad knowledge base incorporating a range of theoretical concepts
- Be technically competent and well experienced
- Undertakes enquiries to clarify technical requirements
- Contribute to the development of operational policy
- Apply solutions to a range of problems
- Analyse and plan approaches to technical problems or management requirements
- Identify and apply skill and knowledge in some depth to most matters
- Locate, analyse and evaluate information from a variety of sources
- Take responsibility for their own outcomes in relation to specified quality standards.

The Learning Enrichment Assistant may also be expected to take significant initiative and responsibility in the performance of their duties.

RESPONSIBILITIES

- Assist with the day to day operations of the Learning Enrichment Department under the direction of the Learning Enrichment Coordinator
- Under the direction of the Learning Enrichment Coordinator and the teacher, provide input into assessing the learning needs of students
- Carry out a wide variety of tasks associated with classroom learning experiences (eg assisting teachers in preparing, implementing and supervising learning programs)
- Supervise and care for students with formally identified special needs including, but not limited to:
 - Support with physical movement and transport
 - Equipment and learning tools assistance
 - Assist with ensuring medical plans are administered as required
 - Whole person, pastoral and wellbeing mindfulness and assistance
- As directed, provide assistance to students in relation to handling and the use of materials and equipment
- Assist with identifying student learning/behaviour problems
- In consultation with staff, undertake instruction to students in specific areas eg music, languages, dance, drama
- Assist students with learning needs on an individual or small group basis, including the delivery of intervention programs
- In consultation with teachers and other staff, select reference materials and other educational tools
- Assist with the preparation and running of extra activities associated with Learning Enrichment

- Attend and participate in staff meetings/activities during work time. An indicative list, but not limited to are:
 - Weekly Staff Prayer Meetings | School Masses | Assemblies | Staff Days and Staff Retreats
- Other reasonable duties as directed by the Principal.

ESSENTIAL CRITERIA

- Demonstrate a commitment to the Catholic and Dominican charism and ethos of the School through the fostering of the Four Pillars of Dominican life
- Demonstrate support and application of the School's Vision and Strategic Plan
- Participate in the Dominican Formation Program
- Acquire and maintain valid status of:
 - Approved Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC)
 - Approved Working with Children Check (DSCI)
 - **COVID-19 Vaccination Status** – as per Government Directive for Education
- Demonstrate a professional level of skill and knowledge in the use of relevant software packages
- Bring energy and enthusiasm to the role
- Demonstrate a spirit of teamwork, trustworthiness and approachability
- Possess a high level of interpersonal and communication skills
- Demonstrate discretion and confidentiality in all matters
- Possess the ability to work with students who have learning needs
- Work collaboratively with the School's Community
- Present to internal and external stakeholders in a professional manner
- Demonstrate the ability to prioritise workload and meet deadlines
- Demonstrate attention to detail in all tasks
- Be flexible and adaptable in approaching work and willingness to undertake professional development
- Be resourceful, innovative and reliable within the team structure.

EDUCATIONAL/VOCATIONAL QUALIFICATIONS AND EXPERIENCE

- Relevant qualifications and/or experience eg Certificate IV Disability Services (essential)
- BELS First Aid (essential)
- Knowledge and experience of Catholic school procedures and protocols (desirable)
- Experience in the use of the following systems specific to the School (desirable):
 - Synergetic
 - SEQTA

WORK HEALTH AND SAFETY

All employees are expected to:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others
- Be familiar with and understand WH&S policies of the School
- Report all hazards, incidents, accidents when witnessed, in accordance with the School's WH&S policies and procedures
- Complete WH&S education and training modules, as required
- Use correctly any equipment provided for health or safety purposes
- Follow reasonable instructions given by the School, in relation to health and safety at work.

CONDITIONS OF EMPLOYMENT

- A probationary review period of 3 months is applicable to all new permanent non-teaching employees
- The employee must undertake a performance review on an annual basis
- The Position Information Document is reviewed on a biennial basis to ensure the duties are accurate and the position conforms to the classification levels set out in the current SA Catholic Schools Enterprise Agreement.

ACKNOWLEDGEMENT

I have read and understand the requirement of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, task and outcomes.

EMPLOYEE (Signature) _____
NAME _____

PRINCIPAL (Signature) _____
DAVID RUGGIERO Date _____

You are not required to sign this document unless you are appointed to the position.

Working Weeks = 39

Pre-Term 1	2 Days
Term 1	11 weeks
Term 2	10 weeks
Term 3	10 weeks
Term 4	N/A

Probationary Review Date:

Performance Review Date:

Position Review Date:



EMPLOYMENT DECLARATION

SURNAME: GIVEN NAMES: TITLE:

FORMER SURNAME: DATE of BIRTH:

ADDRESS: POSTCODE:

TELEPHONE: Home: Work: Mobile:

EMAIL ADDRESS:

TEACHER REGISTRATION No: WORKING WITH CHILDREN CHECK (WWCC): Yes No

Please note: You must provide the **ORIGINAL TRB** issued Teacher Registration Certificate (if applicable) and evidence of a valid, current DHS issued Working With Children Check (WWCC) for sighting at your work location.

POSITION FOR WHICH YOU ARE APPLYING: Learning Enrichment Assistant - Replacement 2022

Please respond to the questions below, sign the Declaration and submit with your application:

1. Have you ever been investigated, charged, arrested, reported for, pleaded to, or been found guilty of any criminal offence? (Excludes offences issued with an expiation notices ie speeding fines) Yes No
2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes No
3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? Yes No
4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 Years of age) or towards any other person to whom you were responsible for providing education or other services? Yes No
5. Our process includes asking referees whether there are any child protection concerns in respect to you. Do you foresee any problem arising from this process? Yes No
6. Do you have conditions on your Teacher Registration? N/A Yes No

Please note: If you answered **YES** to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as a separate document)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or Principal's delegate) to discuss:

I wish not to answer one or more of the above questions and request that a meeting be arranged between myself and the Principal (or Principal's delegate).

Please note: If you wish to meet with the Principal (or delegate), you must submit your application at less one week prior to the closing date.

Further information and ongoing requirements:

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form, you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are accused, charged with, granted bail or convicted in relation to a sexual offence against a child, you are to immediately inform the **Principal** and must immediately cease providing services to Blackfriars.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration truthfully.

Applicant Signature: Date: / /

Declaration reviewed by the Principal of Blackfriars: Signature: Date: / /