



Melbourne Archdiocese  
Catholic Schools



## Position Description

# Student Study Supervision Officer

<b>Purpose of position</b>	The Student Study Supervision Officer supports the College Leadership Team and Learning Resource Centre Team to, with the direction of teachers, supervise students during allocated times for study fostering a culture of commitment to safety and student achievement. The role will be enacted in a manner consistent with the College Mission, Vision and Values.
<b>Staff Team</b>	South Morang Secondary Campus Support Team
<b>Reporting to</b>	Director of Campus Operations
<b>Location</b>	Marymede Catholic College: - 60 Williamsons Road, South Morang
<b>Classification</b>	Education Support Officer Level 3, Category B
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>Salary as per Catholic Education Multi Enterprise Agreement 2022</li> </ul>
<b>Commencement date</b>	January 2025
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>Full-time</li> <li>Ongoing</li> <li>School holidays</li> <li>Working hours are 9.24am to 5.30pm, Monday to Friday (30-minute lunch)</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>be subject to a satisfactory National Police Record Check and Employee Working with Children Check</li> </ul> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<b>Qualifications and experience</b>	<p>Relevant experience</p> <p>Experience in the education sector or relevant skilled areas would be an advantage but is not essential.</p> <p>First Aid certificate (training can be provided by the College)</p>

A current Victorian driver's licence and access to vehicle.

A current Working with Children Check.

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

## Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Work in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Supervise students in the Learning Resource Centre and other College settings while they are to be engaged in study
- Supervise students in the Learning Resource Centre after classes finish for the day to help support the College's provision of a study space for senior secondary students
- Maintain attendance records for student study sessions
- Follow the direction of teacher leaders in terms of processes and practices
- Engage with students in a manner consistent with College Policy and practices including those relating to child safety, student wellbeing, student first aid and learning diversity
- Carry out the role in a manner consistent with Melbourne Archdiocese Catholic Schools Code of Conduct
- Foster the culture of Child Safety at the College
- Complete operational and administrative responsibilities
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

## Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Demonstrated high level interpersonal and communication skills, with a proven ability to form positive relationships with students and adults from a wide range of people from culturally diverse backgrounds
- Skills in using the Microsoft Office Suite (Word, Excel, Outlook, PowerPoint, Teams)
- Ability to manage competing priorities
- Clear and effective written and verbal communication skills
- A flexible and adaptable approach to work, with the ability to take ownership of tasks
- Ability to deliver continuous improvement and streamline task to achieve efficiency
- Proven ability to manage multiples tasks / projects and prioritise workload
- Ability to work autonomously as well as part of a team
- Ability to plan effectively, meet deadlines and multitask
- Commitment to supporting the Catholic Identity of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices

- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

## Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description updated:**

November 2024