

Student Support Officer - Responsible Thinking Classroom

Location : Marian College Ararat
Classification : Education Support Officer, Category B, Level 2
Reports to : Principal, Business Manager, Head of Wellbeing

STATEMENT OF DUTIES	
Commitment to Catholic Education	<ul style="list-style-type: none"> • An understanding of the ethos of a Catholic school and its mission. • A willingness to support the College’s values, policies and procedures.
Student Support Officer - Responsible Thinking Classroom	<p>Marian College is committed to positive, proactive practices in the support of student behaviour. This is based on the belief that young people at our college are on a journey to spiritual, social, emotional, physical, psychological and intellectual wholeness and maturity. The goal of formation of right behaviour and respectful relationships at our college is that it will occur in a supportive community where students are provided with models of Christ-centred living; where they can learn from their mistakes and build and restore relationships in a climate of safety, acceptance and reconciliation.</p> <p>All staffing positions at Marian College have a particular orientation of ministry based on Gospel values and the person of Jesus Christ. As a Kildare Education Ministries school in the Brigidine tradition, all staff are expected to:</p> <ul style="list-style-type: none"> • Reflect on the Kildare Ministries Core Values and interpret their relevance to their areas of responsibility within the College; • Demonstrate a commitment to recognize, understand, value and uphold the ethical imperative of keeping children safe within the College; • Demonstrate an ability to reflect on and understand the school culture: • Demonstrate an ability to discuss and reflect on complex issues and exercise sound judgment in decision making;

- Work collaboratively to promote shared ownership and responsibility for the learning within the College;

Our Student Behaviour Support Plan offers guidelines to support this journey, to enhance our positive college ethos and promote effective learning by outlining:

- Clearly stated expectations in the Learning Culture Statement of what constitutes acceptable behaviour;
- Effective behaviour support strategies through the Responsible Thinking Process (RTP);
- Processes which recognise, teach, reward and celebrate positive behaviour;
- Processes, rules and sanctions to deal with unacceptable behaviour.

At Marian College, the wellbeing of staff and students and the Learning and Teaching are strongly interconnected. Collegiality, a whole school approach to support positive behaviour and promote positive relationships, and the sharing of wisdom are vital to the effective learning in the classroom.

The Responsible Thinking Process (RTP) is designed to facilitate high standards of behaviour so that learning and teaching in our school can be effective and students can participate positively within our college community. The RTP is intended to support and facilitate positive relationships and personal growth through providing opportunities for self-reflection, personal ownership and skill development. The Responsible Thinking Classroom (RTC) provides a vital resource to support this process.

The Role of Student Support Officer – Responsible Thinking Classroom

Working collaboratively with the Head of Wellbeing, House Leaders and teachers, the Students Support Officer – RTC provides care and support for students within the Responsible Thinking Classroom.

In practice, this means:

- To maintain systematic organizational and administrative management documenting processes within the room and on Behaviour Tracking;
- To support and monitor student safety, wellbeing and behaviour within the classroom to encourage personal reflection and effective planning;
- To seek assistance, discussion and collaboration from the Wellbeing Team or Leadership Team for more complex issues and situations relating to students or staff matters;

	<ul style="list-style-type: none"> ● To monitor 'Frequent Flyers' or high-level referrals and to notify the Wellbeing team and Leadership Team as relevant for Intervention purposes. ● To demonstrate a willingness to discuss and reflect on student needs and strategies for improvement through Intervention meetings for students. ● To support the Head of Wellbeing and Leadership Team in providing support for the continued education of staff in the RTP ● To protect the integrity of the process, through the promotion and monitoring of right practices.
<p>Commitment to Child Safety</p>	<ul style="list-style-type: none"> ● A demonstrated understanding of child safety ● A demonstrated understanding of appropriate behaviours when engaging with children ● Be a suitable person to engage in child-connected work ● Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check ● Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety ● Assist in the provision of a child-safe environment for students ● Demonstrate duty of care to students in relation to their physical and mental wellbeing
<p>General Duties</p>	<ul style="list-style-type: none"> ● Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures ● Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal ● Demonstrate professional and collegiate relationships with colleagues ● Other duties as directed by the Principal
<p>Skills/Attributes</p>	<ul style="list-style-type: none"> ● Ability to work as part of a team ● Excellent interpersonal and communication skills ● Good oral and written communication skills, including ability to communicate with children, parents and the school community ● Ability to develop and maintain strong working relationships with key stakeholders ● Capacity to work to tight timelines ● Proven capacity to work independently ● Sound organisational skills including strong attention to detail ● Proven time-management skills ● Self-motivation