



# Dominican School

## Position Information Document

*Inspiring hearts and minds to be the best we can be*

### Position Description

<b>Title of Position:</b>	Education Support Officer – Curriculum
<b>Department:</b>	N/A
<b>Reports to:</b>	Principal
<b>Stream:</b>	Curriculum
<b>Classification:</b>	Grade 2
<b>Number of Direct Reports:</b>	Nil

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

### POSITION OVERVIEW

An Education Support Officer (ESO) – Curriculum interacts with students and assists teachers in the classroom or in a nearby visible area to support students' identified educational needs.

### SIGNIFICANT WORKING RELATIONSHIPS

- Principal / Deputy Principal
- Teaching and non-teaching staff
- Parents / caregivers, students and school community
- Visitors
- External parties / stakeholders

### KEY RESPONSIBILITIES

Duties include, and are not limited to:

- Assist teachers with the care of students on excursions, sports days, activities and other classroom and associated school educational activities.
- Assist student learning, either individually or in groups, under the direct supervision of a teacher (or delegate), using pre-prepared and structured programs involving:

- sourcing and using provided and/or prepared existing resources
- participation in regular program planning and review meetings as required.
- Assist teachers with implementation of learning programs such as EALD, literacy, and numeracy support, gifted and talented programs etc. by:
  - guiding students in the use of a range of available software applications as applicable,
  - monitoring, supporting and supervising individual or small groups of students using pre-prepared provided programs, and with direction from the teacher (or delegate),
  - facilitating existing available computer learning support activities for students.
- Assist with communication between students and teachers, particularly the interpretation of instruction by:
  - establishing positive relationships with students, staff, and parents,
  - attending review meetings for student personal learning plans (as appropriate),
- Assist in the translation of simple instructions to support students individually and in small groups in the classroom, with guidance from the teacher.
- Assist with physical requirements of students requiring special care including assistance with personal care.
- General administration and associated duties including classroom photocopying, facilitation of consent forms, set up and tidy up activities and basic first aid.
- Actively participating in school activities, events, meetings, required training, professional development and professional reviews.
- Undertake other duties, as required by the Principal.

## **PERSON SPECIFICATION**

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated ability to work, supervise, and communicate effectively with students in a classroom or similar setting. Some experience working with students with special needs is highly desirable.
- Strong communication and interpersonal skills to work effectively as part of a team, taking direction from teachers and school leaders to establish a cohesive team dynamic.
- Able to apply a range of well-developed skills to a variety of predictable problems and occasional unpredictable problems consistent with available knowledge and skillset.
- Ability to model positive behaviour, exercise some discretion and judgement to support student engagement and learning.
- Work under general supervision with instruction on non-routine practices, take responsibility for own work and outcomes to specified standards required of the role.
- Good organisational skills and time management to achieve specified outcomes within required timelines.
- Proficient computer skills and the ability to operate general office equipment.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to remain calm and effectively follow procedures during unexpected situations or emergencies.
- Continence Care Training is desirable.

## ROLE REQUIREMENTS

- A Certificate III in Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
  - Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.