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School Logo

Position Information Document

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| POSITION tITLE | Education Support Officer - Curriculum |
| ESO gRADE | 3 |
| ESO STREAM | Curriculum |
| EMPLOYMENT TYPE | Permanent |
| HOURS PER WEEK | 15-20 hours |
| WEEKS PER YEAR | 40 |

**Key Working Relationships**

* Principal / Deputy Principal
* Teaching and support staff
* Parents and students

**Broad Purpose**

Under the supervision of the Principal (or delegate), support and assist teachers in their management of students to meet identified educational needs.

# DUTY STATEMENT

Receiving little direct supervision, the position will support teaching staff with student learning activities. Duties include, but are not limited to:

* Assist student learning, where some discretion and judgement is involved, including evaluation and assessment under the supervision of a teacher, of the learning needs of students by employing behavioural management strategies to ensure a safe, orderly and successful learning environment.
* Carry out a wide variety of tasks associated with classroom learning experiences (e.g. assisting teachers in preparing, implementing and supervising classrooms and/or intervention programs).
* Apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to approval of the teacher.
* Supervise and care for students with formally identified special needs including support for individual students or groups of students in accordance with Personalised Plans for Learning (PPL) as required.
* Demonstrate practical activities within a variety of routines, methods, and experiences under supervision of teachers where discretion and judgement are required.
* Participate in the evaluation of programs and student involvement and document student progress/behaviour in SEQTA as directed.
* Provide yard duty support to teachers in accordance with school procedures.
* Assist with identifying student learning/behaviour problems
* Assist teachers with the care of students on excursions, sports days/activities and other classroom and associated school/educational activities.
* Assist with physical requirements of students requiring special care.
* Provide general assistance of a supportive nature to teachers when required.
* Actively participate in school activities/events, staff/team meetings, required training and/or professional development and professional reviews.
* Undertake other duties as required/directed by the Principal (or delegate).

# person specificationS

* A Certificate IV in Education / Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Prior experience working in an education environment is highly desirable.
* Demonstrated ability working and communicating effectively with children. Experience working with children with special needs is highly desirable.
* Willingness to uphold and contribute to the culture and ethos of our Catholic school.
* Ability to implement positive and supportive behaviour management procedures and be a good role model for students.
* Excellent interpersonal and communication skills (verbal and written) and proven ability to develop a strong positive rapport with students, staff, and parents/caregivers and foster effective relationships with all College community members.
* Able to work with minimal direction and supervision and analyse and plan approaches to apply effective solutions to a range of problems.
* Self-motivated, resilient, and able to work productively in a complex environment as an effective and positive team member and supervise other staff, as applicable.
* High level organisational and time management skills, able to effectively prioritise tasks, be proactive and able to work under pressure and meet required timelines.
* Demonstrated ability to work with little direct supervision, take responsibility for own outcomes in relation to role requirements and take significant initiative and responsibility to support educational and College outcomes.
* Demonstrated high level of confidentiality, trust, integrity, and work ethic.
* Demonstrated advanced computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite.
* Ability to deal effectively with unexpected situations and/or emergencies.
* An active commitment to ongoing professional learning and development.
* Continence Care Training is desirable.

# specific requirements

* First Aid for Schools (Basic Emergency Life Support – BELS) (or Senior First Aid Certificate – if nominated First Aid Officer)
* A current acceptable Working with Children Clearance (WWCC) and screening clearance to work in Catholic Education SA.
* Approved Responding to Abuse and Neglect training with an Education and Care focus.

# WORK health & safetY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

* take reasonable care for your 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 to, with any reasonable instruction given by the employer
* cooperate 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

Reference: Division 4, Section 28 WHS Act 2012

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