



# St Thomas More School

*A Catholic school in the Mercy Tradition R-6*

## Position Information Document

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POSITION TITLE	Education Support Officer
ESO GRADE	3
ESO STREAM	Curriculum
EMPLOYMENT TYPE	As per contract
HOURS PER WEEK	As per contract
WEEKS PER YEAR	As per contract

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

Under the direction of the Principal (or delegate), support and assist teachers to meet the students identified educational needs. Receiving little direct supervision and subject to occasional progress checks, the position will support teaching staff with student learning activities.

## **Significant Working Relationships**

- Principal / Head of School
- 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 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.
- 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 in accordance with Personalised Plans for Learning (PPL) as applicable.
- 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.
- Provide yard duty support to teachers in accordance with school procedures.
- Assist with identifying student learning or behaviour challenges.
- Provide specialist advice, under the supervision of the teacher (or delegate), to students in relation to handling and the use of materials and equipment e.g. photography, science experiments, video and audio recording, document preparation on computers and language laboratories.
- As applicable, and in consultation with the subject specialist, undertake specialist instruction to students in specific areas e.g. music, languages, dance, drama.
- Assist in following up student assignments to ensure work is submitted as required.
- In consultation with teachers and others, select appropriate reference materials and other educational tools to support student learning.
- Assist teachers with the care and supervision of students during excursions, sports days, activities and other classroom or educational activities.
- Assist with physical requirements of students requiring special care, as appropriate.
- Actively participate in school activities, events, staff and team meetings, required training, professional development and professional reviews.
- Undertake other duties as directed by the Principal (or delegate).

## Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Demonstrated ability working, supervising, and communicating effectively with school students including supporting students with special needs.
- Demonstrate a broad knowledge of a range of inclusive and supportive behaviour techniques to positively contribute to student learning.
- Ability to model and support positive behaviour procedures.
- Demonstrated ability to take significant initiative, apply solutions to a range of problems and analyse and plan approaches to effectively support students' wellbeing, social interactions and learning.
- Excellent interpersonal skills contribute to positive interactions within the school community and with external parties and to supervise other staff, as required.
- Ability to work with low level of direct supervision, take direction on broader technical aspects of the work and apply solutions to a range of problems by analysing and planning to meet required outcomes.
- Effective time management and organisational skills and ability to prioritise tasks to meet timelines for required outcomes, taking responsibility for own outcomes.
- Proficiency in using a computer and applicable programs, and the ability to operate office and other ICT equipment.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to deal effectively with unexpected situations and/or emergencies.
- An active commitment to ongoing professional learning and development.
- Continence Care Training is desirable.

## Role Requirements

- A Certificate IV in 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.
- 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.