



- 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, i.e. toileting
- General administration and associated duties including classroom photocopying, facilitation of consent forms, set up and tidy up activities, basic first aid etc
- Actively participating in school activities/events, meetings, required training and/or professional development and professional reviews
- Participating in discussion with teachers and Inclusive Education Coordinator to develop strategies and programs for Special Needs students
- Undertake other duties, as required by the Principal (or delegate).

### **Person Specifications**

- Commit to upholding and actively contributing to the Catholic ethos of the College
- 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**

- Possess or work towards 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
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Disability Standards for Education Training
- 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

### **Performance Review**

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

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.