

Position Information Document Education Support Officer Inclusive Education

Name:

Responsible to: Principal

Reports to: Director of Inclusion

Stream: Curriculum

Classification Level: Grade 3

Number of direct reports: 0

CONTEXT

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.

Mission and Vision

The Gospel values of 'Caritas et Dignitas' (Love & Dignity) reflect our heritage as a Catholic school in the Josephite tradition. They are the foundation of Mount Carmel College.

The Vision and Mission of Mount Carmel College is to serve its community by providing a quality, contemporary Catholic education. The legacy of the Josephite tradition enriches the College as it works to meet the needs of the times. At the heart of our mission is a diverse learning community where relationships are grounded in Gospel values, individuals feel they belong and all are encouraged to celebrate their personal excellence.

Our Core Values are *Belonging*, *Diversity*, *Excellence* and *Relationship*.

We empower hearts and minds to flourish.

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

The incumbent is responsible to the Principal and has key working relationships with:

- Deputy Principal and Leadership Team
- Teaching and non-teaching staff
- Parents / guardians, students and school community
- External parties / stakeholders

KEY RESPONSIBILITIES

Mount Carmel College comprises a Primary Campus, Secondary Campus and Western Technical College. Whilst most staff will be based at one campus, there may be the requirement for staff to work across the campuses.

Duties include, and are not limited to:

Classroom and Student Support

- 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 (eg 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).

Meetings, Professional Development and Administration

- Attend meetings and professional development as requested.
- Attend review meetings with the Director of Inclusion, Inclusion Coordinators, parents/guardians, students and Catholic Education SA Consultants when required.
- Provide administrative support for the inclusion programs as required.
- Perform clerical tasks (e.g. filing, data entry etc) for the purpose of supporting the inclusion program, including NCCD data collection as advised by the Director of Inclusion.

Staff working in the Inclusion area may be required to undertake further specific training such as:

- Personal Care/Continence Care training.
- Transfers and Positioning Support (TAPS) training.
- Oral Eating and Drinking Support (OEDS) training.

PERSON SPECIFICATIONS

- 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.

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.

PID last reviewed: July 2025