



St Joseph's School
Port Lincoln

In all things love

Education Support Officer - Classroom

Position Information Document 2016

Name:	
Employment Category	Education Support Officer – Classroom Stream: Curriculum Grade: 3 Year 1 Replacement
Responsible to	Inclusive Education Coordinator and Deputy Principal
Tenure	27 th January 2016 – 16 th December 2016

The teaching and learning which occurs within our school takes place with the context of our Vision Statement and Values:

Vision Statement.

St Joseph's is a nurturing Catholic school living the Josephite tradition of justice, compassion and hospitality, igniting a love of learning. Students are challenged to excel and become confident, respectful contributors to our global society.

Values

This vision is lived out through the core values of faith, hope, love in all things and respect for self, others, property and the environment.

It is these core values that inform every aspect of our work at St Joseph's School as we educate our young students in partnership with their parents.

KEY WORKING RELATIONSHIPS

- The Deputy Principal.
- Classroom Teachers for direction of specific tasks and activities.
- The Inclusive Education Coordinator for direction in regards to tasks and activities associated with special needs students.

BROAD PURPOSE

The ESO will support individual students, small student groups and / or intervention classes, in literacy and numeracy skills as directed by teachers as well as the following:

- Actively support and contribute to the Catholic identity, faith formation and Josephite Charism of the school.
- Deliver and support inclusive learning programs with a high emphasis on student engagement, inquiry, active learning and creativity.
- Be familiar with emerging information and communication technologies and be willing to integrate across the curriculum to support student learning.
- Promote student personal responsibility through an ability to make children's learning fun and enjoyable.
- Develop positive relationships with students, staff and parents.
- Be willing to participate in all aspects of school life.

DUTY STATEMENT

Duties include:

- Assisting students within the classroom setting at the direction of the teacher.
- Liaising with the Inclusive Education Coordinator regarding support to students.
- The preparation and organisation of classroom materials as necessary.
- Preparing learning resources as directed by teacher.
- Attending Staff Meetings and Professional Development days when appropriate.
- Working in the Front Office or Resource Centre when students are absent from school.
- Modifying classroom tasks so that students can access the curriculum.
- Working with individual students or groups at the discretion of the class teacher to follow programmes established by the teacher.
- Support professionals such as speech pathologists or psychologists when required.
- Providing support to the teacher on excursions outside the school grounds.
- Working as part of a collaborative team member in the Student Support Team to discuss strategy, plan and implement initiatives.
- Assisting classroom teachers with photocopying, typing and displays.

PERSON SPECIFICATIONS

- Actively support the Catholic Ethos in a Josephite School.
- Demonstrate excellent interpersonal skills.
- Contribute positively as an effective team member.
- Demonstrate sound practices in pastoral care.
- Display initiative, discretion and the ability to work unsupervised.
- Display a commitment to continuous learning and service of the highest standard.

SPECIFIC REQUIREMENTS

Qualifications and Training

- Senior First Aid Certificate
- Approved Responding to Abuse and Neglect training
- Police Clearance to work in Catholic Education SA
- Driver's Licence
- Experience with school management database or similar databases
- Certificate III in Education Support (desirable)

WORK HEALTH AND SAFETY (WHS)

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

As a worker, while at school 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.