

Position Information Document

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| POSITION TITLE | EDUCATION SUPPORT OFFICER - CURRICULUM |
| ESO GRADE | 3 |
| ESO STREAM | Curriculum |
| EMPLOYMENT TYPE | Permanent Part Time |

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.

D U T Y S T A T E M E N T

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 practices 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 professional relationships.
- 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 school 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.

S P E C I F I C R E Q U I R E M E N T S

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

W O R K H E A L T H & S A F E T Y

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.

PERFORMANCE REVIEW

- The employee must undertake performance review on an annual basis
- On the first anniversary of appointment and annually thereafter, consultation will occur between the employer and the employee to ensure that the Position Information Document is accurate.

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| Office Use Only | | | |
| This Position Information Document accurately reflects the duties, skills and requirements of the position. | | | |
| Signed (Principal) | | Date: | |
| Signed (Employee) | | Date: | |
| First Performance Review | | Date: | |
| Annual Performance Review | | Date: | |
| Annual Performance Review | | Date: | |
| Annual Performance Review | | Date: | |
| Annual Performance Review | | Date: | |
| Graduate Certificate in Catholic Education Completion | | Date: | |