



St Francis
of Assisi College

Position Information Document

POSITION TITLE	Education Support Officer - Curriculum
ESO GRADE	3
ESO STREAM	Curriculum
HOURS PER WEEK	
WEEKS PER YEAR	40 weeks (School Terms Only)

Key Working Relationships

- Principal
- Leadership team
- Teaching and non-teaching staff
- School Board
- Parents/caregivers, students, and other members of the school and broader community

Broad Purpose

Under the supervision of the Principal (or delegate), support and assist teachers in their management of students to meet identified educational needs.

DUTY STATEMENT

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
- Working closely with the Leader of Wellbeing, provide individual and group-based wellbeing support for students aligned to the whole school wellbeing approach.
- Working closely with the Leader of Learning, provide in classroom, and small group student learning support.
- 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.
- Assist with the day-to-day operations of learning support programs under the direction of the Leader of Learning.
- In consultation with other staff, select reference materials and other educational tools.
- Maintain a record of support / assistance for students with special needs.
- Participate in professional development, staff meetings, review meetings as required.
- Perform any other reasonable duties as required from time to time by the principal, and Leadership Team members
- 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.
- Support the development of a best practice WHS culture in the College

SPECIFIC REQUIREMENTS

- Applicable First Aid Certificate relevant to the role requirements
- Current and acceptable Working with Children Clearance
- Current Catholic Education SA SAVA Clearance- or willing to obtain
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate (Update, Fundamentals and Masterclass)
- Actively participate in regular performance reviews and undertake training as required

**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.

OCCUPATIONAL HEALTH SAFETY & WELFARE

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.