



## Position Information Document

### Education Support Officer

#### Diverse Learning Curriculum Support

##### Position Details

Role Title:	Diverse Learning Curriculum Support
Directly Responsible to:	Leader of Diverse Learning for day-to-day operations, the Deputy Principal, Learning and Teaching for overall operations and ultimately responsible to the Principal.
Classification Level:	Grade 3, Subclassification: Curriculum <i>Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers</i>
Weeks per year:	40 weeks
Hours worked per week:	30 hours Monday to Friday 8.45am to 3.15pm
Tenure:	Permanent
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

##### Role Context

The Diverse Learning Curriculum Support staff, within the Diverse Learning Team, provide support for students with disabilities and/or learning difficulties. This will be at the direction of, and in negotiation with the Leader of Diverse Learning

##### Role-Related Responsibilities

Under the leadership and direction of the Leader of Diverse Learning, the Diverse Learning Curriculum Support will be responsible to the Principal for:

##### Assist, Support and Nurture Student Directed Learning

- Support students to be independent learners to achieve their individual optimal educational outcomes.
- Under general direction of the classroom teacher, support and assist student learning by evaluating and discerning the educational program which may include scaffolding learning tasks.
- Liaise with the Leader of Diverse Learning and teachers regarding assistance with adjusted programs and specific strategies for students.
- Liaise with the Leader of Diverse Learning and teachers regarding the nature of support required for the student: in class or out of class, or a combination of the two.
- Support students or groups of students in accordance with student Individual Education Plans (IEPs) both in classroom and within the Diverse Learning Team.

- Support students to utilise different tools and approaches to access their learning and self-regulate their behaviour.
- Carry out a wide variety of tasks associated with classroom learning experiences (e.g. assist teacher/ Coordinator in preparing, implementing and supervising learning program, activities and tasks).
- Monitor student assignments and their progress in various subject areas to assist in meeting deadlines.
- Support social and emotional guidance including assisting students under Cabra's restorative approach.
- Assist with identifying student learning/behaviour difficulties.
- Assist teachers with the care of students on excursions, sports days, camps and other extra curricula activities.
- Assist with personal care of students.
- Utilise SEQTA to record student progress.
- Complete photocopying and filing as necessary.
- As required, attend the Diverse Learning Team meetings and/or familiarise yourself with the record minutes of meetings and agreed actions.

#### **Other Duties**

- Promote a safe working environment for all staff, students and volunteers.
- Report any unsafe work practices to the Risk and Compliance Manager or committee.
- Any other duties as directed by the Principal, Leader of Diverse Learning and the Business Director and/or their delegate.

#### **Person Specification**

The employee will have/obtain/demonstrate:

- Experience or demonstrated competencies in supporting students with learning difficulties, disability and ASD.
- Highly developed communication and written skills including highly developed IT competencies in the Microsoft suite as a minimum.
- Ability to be flexible and adaptable to support the needs of a wide range of students and teachers to include Year 7 to 12 within a range of subjects.
- Experience and understanding of management and support of student regulation.
- Ability to build, develop and foster relationships with parents, the wider school community and employees, whilst maintaining a high degree of integrity, confidentiality, sensitivity and discernment.
- Accuracy and attention to detail in all aspects of the role, as well as highly developed administrative systems and procedures.
- Demonstrate a commitment to uphold, support and contribute to the values, vision and mission of Cabra Dominican College.
- Seek to deepen their understanding of the Dominican charism and approaches to education.

## **Work, Health and Safety (WHS)**

This role is deemed to be a Worker under the Work Health and Safety Act 2012 (SA). As a Worker, while at work, you, as the employee who is the subject of this Position Information Document 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, insofar as you are reasonably able to, with any reasonable instructions 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: Work Health and Safety Act 2012 (SA) ss 27 and 28.

## **Additional Qualification, Documentation, WHS and Compliance Requirements**

All employees must ensure that they are fully compliant and will take personal responsibility to maintain and complete their:

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check)
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC)
- HLTAID012 Provide an emergency First aid response in an education and care setting
- Learning Manager modules, as issued by the Catholic Education Office, as required

In addition, all employees are expected to:

- Provide copies of awarded qualifications if applicable.
- Complete WHS education and training modules as required.
- Be familiar with and understand Cabra's WHS policies.
- Report all hazards, incidents, accidents when witnessed, in accordance with Cabra's WHS policies and procedures.
- Use correctly any equipment provided for health or safety purposes.
- Cabra staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of staff working in High-Risk Settings (St Mary's Unit). 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 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.

## **Conditions of Employment**

- The salary and entitlements are consistent with those outlined in the Enterprise Agreement.
- The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement.
- The "Weeks per year" and "Hours per week" identified in Position Details (above) may be varied by written agreement. To the extent of any inconsistency between this PID and subsequent correspondence from Cabra which purports to vary these hours or weeks, the latter shall prevail, provided that such variation is in keeping with the terms and conditions of the Enterprise Agreement.

**Acknowledgement**

I have read and understood the requirements of this position. I acknowledge that this Position Information Document has been designed to indicate the general nature and level of work and is not a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed by:

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Dr Helen Riekie  
**Principal**

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Name

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Date

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Date