

Position Information Document

POSITION TITLE	Education Support Officer
ESO GRADE	3
ESO STREAM	Curriculum
EMPLOYMENT TYPE	Permanent
HOURS PER WEEK	31.75
WEEKS PER YEAR	40 (School Terms only)

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 general supervision and instruction, the position will support teaching staff with student learning activities. Duties include, but are not limited to:

1. Assist teachers with the care of students on excursions, sports days/activities and other classroom and associated school/educational activities.
2. Assist student learning, either individually or in groups, under the supervision of a teacher (or delegate) using prepared and structured programs involving:
 - a. Creating and sourcing resources, preparing classroom materials, class displays and aids for learning programs,
 - b. Participating in regular program planning and review meetings as required.
3. Assist teachers with the implementation of learning programs such as, literacy and numeracy support, gifted and talented programs etc. by:

- a. Assisting students with the use of a range of software applications as applicable,
 - b. Supporting/supervising individual or small group programs, with direction from the teacher (or delegate),
 - c. Facilitating computer learning support activities for students.
4. Assist with communication between students and teachers, particularly the interpretation of instruction by:
 - a. Demonstrating positive relationships with students, staff, and parents,
 - b. Attending Review PPL meetings (if appropriate),
5. Assist in the translation of simple instructions and supporting students individually and in small groups or other designated areas, with instruction as applicable.
6. Communicate issues relating to the children's learning and behaviour or about their work to the appropriate people: class teacher, Special Education Coordinator, Principal or Special Education Consultant (CESA).
7. Provide feedback and information to the class teacher on a continual basis, usually through brief informal meetings, notes in the children's program book and in review and planning meetings.
8. General administration and associated duties including classroom photocopying, facilitation of consent forms, set up and tidy up activities, basic first aid etc.
9. Actively participating in school activities/events, meetings, required training and/or professional development and professional reviews.
10. Undertake other duties, as required by the Principal (or delegate).

PERSON SPECIFICATION

- A Certificate III in Education Support and/or Basic Casualty Care (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- 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 procedures and be a good role model for students.
- Effective interpersonal and teamwork skills and able to successfully work collaboratively and flexibly with others.
- Able to take direction and act on it, as well as be self-directed and self-monitoring and utilise some discretion and judgement, as required.
- Good time management and organisational skills, and able to effectively prioritise tasks.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Contenance Care Training is desirable.

SPECIFIC REQUIREMENTS

- 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.