



## Position Information Document

**Position Title**

Educator

**Reports to**

Leader of Learning

**Remuneration**

Permanent  
ESO Grade 3 – Curriculum stream  
Employment conditions in accordance with the South Australian Catholic Schools Enterprise Agreement 2020 (as amended or replaced)

**Hours of Work**

32.5 hours per week – 8.30am to 3.30pm  
41 weeks

### BROAD PURPOSE

The Educator works collaboratively with the Learning Support Team to provide support for students with learning needs and/or disabilities to engage in learning by receiving meaningful and equitable access to the curriculum. This will be at the direction of, and in negotiation with the Leader of Learning. The Educator will provide flexible support, prepare, develop, deliver, or present differentiated practical learning activities for students with additional needs, working closely with students, teachers and families.

The Educator is required to support and contribute to the Catholic Identity, Mission and Vision of Holy Family Catholic School. The non-teaching staff fulfil a vital role in supporting the successful operations of the School. At Holy Family Catholic School ESO staff are expected to participate fully in the life of the School and to support activities, events, and functions. They may be required to assist with allocated tasks at major school events such as sports days, masses, Spring Fair and other activities. Non-teaching staff shall attend staff meetings and other meetings as required. They are to be cognisant of the guiding principles of the CESA (Catholic Education SA) Live, Learn, and Lead (LLL) Framework which outlines key capabilities, knowledge, and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

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## REPORTING RELATIONSHIP

(to whom the employee reports, staff for whom the employee is responsible and other connections and working relationships in and outside the school)

- Principal
- Leader of Learning

### Working Relationships

- School Leadership
- Learning Support team
- Teachers and ESOs
- Students and their families
- Relevant outside organisations, professionals from time to time

## KEY RESPONSIBILITIES

*Receiving general supervision and instruction, the Educator will support teaching staff with student learning activities. Duties/Responsibilities 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 which may include scaffolding learning tasks.
- 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.
- The provision of support for the students with additional needs in flexible delivery modes, including individual and group support in class and, upon agreement with the subject teacher and families, withdrawal for one-to-one support.
- Supervise and care for students with formally identified special needs
- Support students or groups of students in accordance with student Personalised Plan for Learning (PPL or equivalent) both in classroom and with the Learning Support Team.
- Assist teachers with the adjustments and/or modification of assessment tasks, examinations and the like as requested for supported students.
- Participate in the evaluation of programs and student involvement
- Provide yard duty support to teachers in accordance with school procedures
- apply specialist advice, under the supervision of teachers, to students in relation to handling and the use of materials and equipment
- In consultation with teachers and other employees, select reference materials and other educational tools

*Nurture and contribute to building positive relationships through responsible behaviour, monitoring student health and wellbeing, attendance, academic achievement, and identifying students at risk.*

- Assist with identifying student learning/behaviour difficulties.
- Support students to utilise different tools and approaches to access their learning and

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self-regulate their behaviour.

- Support social and emotional guidance including assisting students under Holy Family Catholic School positive psychology and restorative approaches.
- Provide pastoral care support for students in their development of personal responsibility.
- Accompany and assist with the care of students on excursions, incursions, whole school events.

#### *Provide appropriate administrative support*

- Attend and contribute to meetings of teachers regarding student needs and abilities.
- Attend review meetings for supported students as required.
- Utilise SEQTA on an ongoing basis to document student progress and adjustments provided.
- Report to the Leader of Learning regarding students with learning needs.
- Provide administrative support for the learning support team as required including creating, developing resources, assessment tasks appropriate to the learning needs of the students, photocopying, filing, set up and tidy up of activities as per teacher direction and as needed.

## PROFESSIONAL RESPONSIBILITIES

- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- A commitment to uphold and contribute to the charism of Holy Family Catholic School.
- Always promote and speak well of Holy Family Catholic School and its staff addressing any personal concerns with the Principal as required.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the School's policies, guidelines, and procedures.
- Perform responsibilities in a manner which reflects and responds to continuous improvement.
- Demonstrate high professional standards and present an appropriate image in line with the School's Staff Dress Code.

## PROFESSIONAL SPECIFICATIONS

### **Essential**

- Excellent oral and written communication skills.
- Excellent interpersonal skills including being approachable, warm, flexible, and fair when working with young people.
- Excellent supervisory skills.
- Highly developed observation and reporting skills.

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- Ability to interact and work effectively with young people with additional learning needs in a positive, sensitive, and respectful manner.
- Ability to assist parents in a sensitive, supportive, and professional manner.
- Ability to build, develop, and foster relationships with students, parents, and staff whilst maintaining a high degree of integrity, confidentiality, sensitivity, and discernment.
- Ability to cope in an emergency or challenging situations.
- Effective time management, organisational, and planning skills.
- Effective computer skills and knowledge.
- Work collaboratively and effectively with colleagues, demonstrating the capacity to engage, enable and inspire others.
- Able to be flexible, adaptable, and open to change to support the needs of a wide range of students and teachers.
- Undertake and maintain applicable Personal Care Training.
- Perform any other duties as directed from time to time by the Principal, Leader of Learning and/or their delegate which are to be treated as priority.
- In the future, it may be necessary for the Principal to re-allocate the duties of Education Support Officers in the School, in which case you may be required to perform other duties than those specified in this Position Information Document

## CHILD PROTECTION AWARENESS

Holy Family Catholic School assures the right of every member to a safe environment and the responsibility of every person to promote safe practices. Holy Family Catholic School is committed to Child Protection and protective practices. This includes responsibility of the School's employees for Child Protection.

*Child-Safe Environments Responding to Risks of Harm, Abuse and Neglect: Education and Care (RRHAN-EC)* training is now a compulsory certificate for all staff working in a school environment and all staff need to attend 3 yearly updates.

## WORKPLACE HEALTH & SAFETY

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

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- 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 27 and 28 WHS Act 2012*

## SPECIFIC REQUIREMENTS

- A Certificate IV in Education / Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- Approved Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) certificate.
- Current Provide First Aid in an Education and Care Setting (HLTAID012) certificate
- Current acceptable Department of Human Services (DHS) Working With Children Check (WWCC)
- Salt learning modules (or equivalent), as issued by Catholic Education SA
- Annual sign off is required for:
  - CESA Code of Conduct
  - CESA Privacy Statement
  - CESA ICT Acceptable Use Guidelines
  - Protective Practices for Staff in their interactions with children and young people.

The Position Information Document is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction of the School, and the development of the skills and knowledge of the position.

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