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# **Position Information Document**



# **Education Support Officer - Curriculum**

Location:	Xavier College Gawler Belt, Two Wells, Evanston
Employment Status:	Permanent, Part-time
Classification Level:	As per CESA Enterprise Agreement 2020,
	Education Support Officer, Grade 2, Curriculum
Normal days/hours of work:	8.45am – 3.00pm Monday – Friday (1/2-hour lunch break)
Stipulated number of ordinary hours:	28.75 hours per week, 40 weeks a year
Employment Status: Classification Level: Normal days/hours of work:	Permanent, Part-time As per CESA Enterprise Agreement 2020, Education Support Officer, Grade 2, Curriculum 8.45am – 3.00pm Monday – Friday (1/2-hour lunch break)

### **Reporting Relationship**

Responsible to the Inclusive Education Coordinator as a line manager, the Head of Campus – Two Wells, the College Executive Officer for overall operations, and ultimately responsible to the Principal of the College.

### **Broad Purpose**

The Education Support Officer (ESO) - Curriculum will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

The ESO - Curriculum will provide support to the College's classroom operations, including Senior First Aid duties. The ESO – Curriculum will have the knowledge, skills and demonstrated capacity to undertake basic tasks under general supervision and more complex tasks under close supervision.

### **Key Responsibilities**

The ESO Curriculum will:

- Assist student learning, either individually or in groups, under the supervision of a teacher (or delegate) using prepared and structured programs involving:
  - $\circ~$  Creating and sourcing resources, preparing classroom materials, class displays and aids for learning programs,
  - $\circ$   $\;$  Participating in regular program planning and review meetings as required
- Assist teachers with the care of students on excursions, sports days/activities and other classroom and associated school/educational activities, as required
- Build positive relationships with students, families and members of the College community
- Assist in the translation of simple instructions and supporting students individually and in small groups or other designated areas, with instruction as applicable

- Assist with physical requirements of students requiring special care including assistance with personal care, i.e. toileting
- General administration and associated duties, facilitation of consent forms, set up and tidy up activities, basic first aid etc
- Actively participating in school activities/events, meetings, required training and/or professional development and professional reviews
- Participating in discussion with teachers and Inclusive Education Coordinator to develop strategies and programs for Special Needs students
- Undertake other duties, as required by the Principal (or delegate).

### **Person Specification**

Essential requirements

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to communicate effectively with children
- Ability to take direction and act on it, as well as be self-directed and utilise some discretion and judgement, as required

#### Specific Requirements

- hold a Certificate III in Education Support and/or Basic Casualty Care (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect Education and Care certificate
- First Aid certificate (HLTAID012)
- 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

#### Desirable requirements

- Experience in the use of SEQTA
- Previous in-classroom support experience

### 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
- 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.

Reference: Division 4, Section 28 WHS Act 2012

## **Performance Review**

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.