

Position Information Document

DIVERSE LEARNING SUPPORT OFFICER



Classification and Stream

Education Support Officer – Curriculum Stream

Grade:

Grade 3

Conditions of Employment:

Part-time, 8:30am – 3:30pm (6.5hrs), 40 weeks per year

Reports to:

Principal (or delegate/s)

Director of Diverse Learning

Head of Business Services

Employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).

1. BROAD PURPOSE

Reporting to the Director of Diverse Learning, the Diverse Learning Support Officer will demonstrate a strong commitment to the College's vision of excellence in education, and will provide welcoming, professional support to students and their families and staff to facilitate adaptive student learning and provide timely and professional assistance.

2. KEY WORKING RELATIONSHIPS

Principal

Head of School

Head of Business Services

Director of Diverse Learning

Teaching and support staff

Parents/Families/Caregivers

3. KEY RESPONSIBILITIES

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.
- Assist teachers with the care of students on excursions, sports days/activities and other classroom

Position Information Document DIVERSE LEARNING SUPPORT OFFICER

and associated school/educational activities.

- Assist with physical requirements of students requiring special care.
- Provide general assistance of a supportive nature to teachers as directed.
- 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).

4. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model the school's Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to assist in the safety in the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students, and families at the College.

5. PERSON SPECIFICATION

- 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 St Columba College.
- 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.
- Continence Care Training is desirable.

Position Information Document DIVERSE LEARNING SUPPORT OFFICER

6. SPECIFIC REQUIREMENTS

- Successful completion of 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.
- HLTAID012 - Provide First Aid in an Education and Care Setting Certificate
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Current valid Responding to Risks of Abuse, Harm, and Neglect – Education and Care certificate
- St Columba College Staff do not need to be vaccinated against COVID-19 as a condition of employment. Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement.

7. WORK HEALTH AND 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 notified to workers by the employer that is related to health and safety at the workplace.

Reference: Division 4, Section 28 WHS ACT 2012

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

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or delegate).