**NOTE: Grade 4 ESO Curriculum duties involve full competency in carrying out a broad range of specialised and moderately complex tasks requiring little or no guidance during the performance of work.**

**Requiring specialised experience and working with moderate autonomy, duties may include supervising lower level ESOs (e.g. team leader), independently running and modifying, as required, mini-lit programs or similar, working with students with high level special needs, customising and carrying out student assessments, undertaking yard duties etc.**

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| --- | --- |
| **Title of Position:** | Education Support Officer – Curriculum |
| **Department:** | [insert department] |
| **Reports to:** | [Insert role] |
| **Stream:** | Curriculum  |
| **Classification:** | Grade 4 |
| **Number of Direct Reports:** | Choose an item. |

Catholic Education South Australia (CESA) comprises over 100 schools, approximately 9,000 staff and more than 50,000 students across the Archdiocese of Adelaide and the Diocese of Port Pirie. Catholic schools and the Catholic Education Office (CEO) work in partnership with families, children, and young people to give life to the Living, Learning, Leading Framework and to successfully position CESA as the leading education system and an employer of choice.

Catholic Education South Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. All CESA staff undergo screening to ensure they are fit to work with and protect children and young people. We uphold safeguarding values through thorough recruitment processes, ongoing training, support and supervision, and ensuring all staff are aware of safeguarding policies and procedures.

## POSITION OVERVIEW

Under moderate direction, but within clear stated objectives, provide a high level of specialised support and assistance to teachers and other staff to effectively meet students identified educational needs, specifically students with special needs.

## SIGNIFICANT WORKING RELATIONSHIPS

* Principal / Deputy Principal
* Teaching and non-teaching staff
* Parents / caregivers, students and school community
* Visitors
* External parties / stakeholders

## KEY RESPONSIBILITIES

Duties include, and are not limited to:

* Demonstrate an understanding of curriculum by adapting teaching aides and assist with student assessment and reporting.
* Contribute to communications to parents and relevant therapists on progress of students and participate in parent teacher interviews as interpreter or translator.
* Modify existing/available education programs to meet learning needs of specific students by applying personal knowledge and initiative.
* Develop a framework for and provide instruction to students within a structured learning environment by carrying out a wide variety of tasks associated with classroom learning experiences.
* Support student learning, including for students with specific learning needs and disabilities, both individually and in groups, with minimal teacher guidance, including daily living skills.
* Assist in the translation of documents and contribute to communications to parents and others on progress of student learning and associated requirements.
* In consultation with the teacher (or delegate), use a variety of available educational aids to support student learning by employing positive behaviour strategies which ensure a safe learning environment.
* Assist teachers with the care and support of students including those with specific learning needs and disabilities on excursions, sports days/activities and other classroom and associated school/educational activities.
* Lead and/or support other Curriculum ESO staff as required including providing general supervision and guidance to achieve required outcomes.
* Actively participate in school activities, events, staff and team meetings, required training, professional development and professional reviews.
* Undertake other duties as directed by the Principal (or delegate).

## PERSON SPECIFICATION

* Commit to upholding and actively contributing to the Catholic ethos of the school.
* Demonstrated full competency in working and communicating effectively with children including experience working with children with high level special needs.
* Ability to lead, guide and support other staff and role model and support positive behaviour between staff and students to enhance learning and wellbeing outcomes.
* Excellent interpersonal and communication skills (verbal and written) and proven ability to lead, guide and support others, and quickly develop positive rapport with students, staff, and parents/caregivers.
* Ability to analyse, diagnose, design and implement solutions across a range of functions associated with the role.
* Ability to undertake research to obtain guidance as required to achieve stated objectives and evaluate information and use to forecast or plan learning and/or wellbeing initiatives and activities.
* Experienced in applying a high degree of initiative, discretion, and capacity to program own work and be responsible for own outcomes within broad parameters, as well as limited responsibility for the achievement of group outcomes, applicable to the role.
* Excellent time management and organisational skills and ability to effectively prioritise tasks and meet timelines to deliver required outcomes.
* Demonstrated advanced computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite and ability to support others with computing competencies.
* Demonstrated ability to maintain appropriate confidentiality.
* Ability to lead and deal effectively with unexpected situations and/or emergencies.
* An active commitment to ongoing professional learning and development.
* Continence Care Training is desirable.

## ROLE REQUIREMENTS

* A Diploma in 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.
* Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
* Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
* Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
* First Aid Qualification as directed by the school.
* As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their 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, with any reasonable instruction given by the employer.
* Co-operate 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.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

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.