

Education Support Officer

POSITION DESCRIPTION

POSITION: Education Support Officer

ORGANISATIONAL UNIT: Student Support

POSITION STATUS: Full time/Part time

CLASSIFICATION: BSS B2

POSITION OVERVIEW:

To assist teaching staff in providing the best possible education for each child, in line with the School's values and educational objectives. This position will undertake routine tasks that are usually carried out under close supervision and direction.

KEY DUTIES & TASKS

1. General Responsibilities

- Assist class and specialist Teachers from Prep to Year 12 as directed, helping the teacher to ensure the needs of all students in the class are catered for and assisting all children in realising their potential;
- Assist Teachers in the preparation of program activities, including preparation and organisation of classroom resources, materials and equipment;
- Monitor children's wellbeing and report any matters of concern in accordance with School policies and procedures;
- Under the direction of the Teacher, support student learning in a broad range of curriculum activities;
- Consult with and maintain good communications with Teachers and other Education Support Officers and Heads of Faculty, Heads of Year, Heads of School and the Learning Support Team;
- Undertake supervision duties outside of classroom activities, including playground, excursions, sports activities and camp supervision as required;
- Assist the Teacher in maintaining a safe, happy and stimulating learning environment for the children, reporting any concerns to the relevant Teacher;
- Assist and support a range of School events and activities as required;
- Refer parental requests and communications to the class Teacher or specialist Teacher at all times;
- Be aware of students with special needs, such as anaphylaxis, allergies and learning disabilities and ensure correct procedures and practices are adhered to;
- Undertake professional development learning activities as considered appropriate by the school, in order to be alert to current professional issues and trends.
- Attend staff meetings, functions and orientation activities, both during and out of normal school hours as required;
- Assist students with special needs to participate in school programs;
- Be responsible for the storage and maintenance of resources and consumables; and
- Assist with monitoring, evaluating and reporting of student progress to the class Teacher/ specialist Teacher.

2. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.



- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.
- Complete all School assigned learning by the required due date.

3. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

4. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

5. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

Reporting directly to: Director or Learning Support. This position has a secondary reporting line to the Deputy Principal, Head of Maddingley Campus.

Direct reports to this position: n/a

Internal Relationships: Unit Manager, Head of Learning Support and all staff.

External Relationships: Allied Health or other related specialised services, local community and education networks.

WORK DIRECTION/ SUPERVISION

- The incumbent will possess efficient knowledge and skill to provide independent customer service;
- Significant discretion and independent judgement are required with constraints set by the Executive Assistant to the School Principal and/ or Principal; and
- Exercise the highest degree of confidentiality, discretion, patience, tact and diplomacy at all times.

KEY SELECTION CRITERIA

Qualifications/Licences

- Qualification in Education Support;
- Working with Children Check (employment card);
- National Criminal History Check;
- First Aid Certificate;
- Valid drivers licence.

Essential Criteria

- Demonstrated experience in undertaking routine support tasks across a range of functions in one or more areas within a similar position in a school environment;
- Demonstrated capacity to work collaboratively with colleagues and to communicate effectively with members of the school community including students;
- Ability to adapt with the needs in a classroom and prioritise tasks;
- Experience in using a wide range of strategies to cater for diverse student needs and backgrounds, including children with a disability;
- Experience and ability to work with students across varied year levels as required; and



- Demonstrated experience in a similar position desirable.

AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____
Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____