

## *Position Information*

<b>Title</b>	Education Support Officer — Primary and Secondary School	<b>Responsible for</b>	Educational support for the learning needs of students
<b>Classification</b>	SSO Primary	<b>Line Manager</b>	Principal
<b>Date of Commencement</b>	15 March 2023	<b>Reporting to</b>	Principal
<b>Tenure</b>	Contract - 12 months	<b>Appointment</b>	Contract 16.5 hours term time

## *Key Responsibilities and Accountabilities*

- » To provide a service of high quality in the support of individual student learning needs.
- » To support students in their learning within the classroom setting; 1:1, small group and withdrawn from class.
- » To support students in their access to the Australian Curriculum.
- » To provide support and stability for students with complex needs at extra-curricular activities

## *Desirable Work Requirements*

- » Certificate III in Education Support.
- » Familiarisation with Reading Intervention and Jolly Phonics Programs.
- » Familiarisation with subjects and ability to support senior students in a range of subjects.
- » Familiarisation with the purpose of a student negotiated Education Plan and the recording of reasonable adjustments.

## *Essential Work Requirements*

- » Ability to support students with complex and diverse needs across several areas of demand including adjustments in subject content and communication with teaching staff and parents.
- » General knowledge of disability and the reasonable adjustments and accommodations to support a student with disability.
- » Desire to contribute to and promote a harmonious and co-operative team environment.
- » Build and maintain strong relationships with parents, students, and staff.
- » Maintain the confidentiality of information and protection of information according to Privacy Act 1988.
- » Willingness to familiarize and prepare for lesson content in which support is being offered.
- » Strong administrative skills.
- » Participation in professional development and training opportunities to increase knowledge, experience and skill set.
- » Contribute to a safe workplace.
- » Any other duties as directed.

## ***Key Selection Criteria***

- » Active support of the Christian ethos of the School.
- » Personal commitment to the Christian faith.
- » Committed member of a church congregation.
- » High level confidentiality and integrity.
- » Strong organisational skills and ability to multi-task.
- » Accuracy and attention to detail.
- » Effective communication with students, parents and staff.

## ***Essential Work Requirements***

- » HLTAID003 First Aid Certificate (or above).
- » Hold a current Working with Children Check.
- » RAN Certificate
- » Current driver's license.