

Location:	Xavier College Gawler Belt, Two Wells and Evanston
Employment Status:	Permanent, part-time
Classification Level:	As per CESA Catholic Schools Agreement 2020, Education Support Officer, Grade 3 Curriculum
Normal hours of work:	8.45am – 3.15pm Monday – Friday (1/2-hour lunch break)
Stipulated number of ordinary hours:	30 hours per week, 40 weeks a year

Demonstrate practical activities within a variety of routines, methods and experiences under supervision of teachers where discretion and judgement are required including:

- Participate in the evaluation of programs and student involvement and document student progress/behaviour on SEQTA in line with College procedures
- Provide yard assistance support to teachers in accordance with College procedures
- Assist with identifying student learning/behaviour problems
- Assist teachers with the care of students on excursions, sports days/activities and other classroom and associated school/educational activities
- Participate in parent/teacher interviews, as required
- Assist with physical requirements of students requiring special care
- Provide general assistance of a supportive nature to teachers. When required
- Actively participate in College activities/events, staff/team meetings, training and/or professional development and professional reviewed, when required
- Undertake other duties as directed by the College Principal (or delegate)

Person Specification

Essential requirements

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Demonstrated ability working and communicating effectively with children
- 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
- 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
- Analyse and plan approaches to apply effective solutions to a range of problems
- Ability to implement positive and supportive behaviour management practices and be a good role model for students
- Self-motivated, resilient, and able to work productively in a complex environment as an effective and positive team member
- High level organisational and time management skills, able to effectively prioritise tasks, be proactive and able to work under pressure and meet required timelines
- High level of confidentiality, trust, integrity and work ethic
- Ability to quickly comprehend instructions and respond appropriately
- Ability to deal effectively with unexpected situations and/or emergencies
- An active commitment to ongoing professional learning and development
- Demonstrated advanced computer skills, knowledge, and experience, with particular expertise in the Microsoft Office suite

Specific Requirements

- A Certificate IV in Education / Education Support (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)

- Disability Standards for Education Training
- 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
- Experience working with children with special needs is highly desirable

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.

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.