

<b>Location:</b>	Xavier College Gawler Belt, Two Wells and Evanston
<b>Employment Status:</b>	Permanent, Part-time
<b>Classification Level:</b>	As per CESA Catholic Schools Agreement 2020, Education Support Officer, Grade 4, Curriculum
<b>Normal hours of work:</b>	8.30am – 4.30pm Monday – Friday (1/2-hour lunch break)
<b>Stipulated number of ordinary hours:</b>	37.5 hours per week, 41 weeks a year

- Support student learning, either individually or in groups, with minimal teacher guidance
- Demonstrate an understanding of curriculum by adapting teaching resources and protocols within the classroom, in collaboration with teaching staff
- Apply personal knowledge and initiative in class to modify education programs to meet the learning needs of specific students, working closely with teaching staff
- Develop the 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 (eg. assist teachers in preparing, implementing and supervising learning programs)
- Provide yard assistance, as required, in accordance with College procedure
- Attendance on excursions, as required

### Administrative Support

- Assist the Inclusive Education Coordinator with the timetabling of approved allied health professionals. Collaborate with Human Resources and the Inclusive Education Coordinator to ensure compliance requirements, including CESA requirements are followed
- Provide support to teaching staff and the Inclusive Education Coordinator in the coordination of referral letters and checklist documentation for GPs and other providers
- Contribute to communications to families and relevant medical providers on progress of students
- Assist the Inclusive Education Coordinator to create student Personalised Plans for Learning (PPL), through the translation of diagnostic documentation and recommendations from allied health professionals
- Assist the Inclusive Education Coordinator with the transition of new students including management of documentation and creation of PPL's
- Provide assistance in updating and managing PPL's
- Maintain accurate student records and update SEQTA, as required
- Assist the Inclusive Education Coordinator with the timetabling of Curriculum ESO's
- Provide administrative support to the Inclusive Education Coordinator to accurately maintain records and document control of PPL evidence on SEQTA to meet requirements of the Nationally Consistent Collection of Data (NCCD)
- Support and providing training as required to ESO – Curriculum staff in the use of SEQTA

### Person Specification

- Demonstrate full competence in working and communicating effectively with children including experience working with children with high level needs
- Understanding of trauma informed practices is highly desirable
- Competent interpersonal and demonstrated administrative skills
- 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 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

### Role Requirements

- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia

- A Diploma in Education / Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role
- Ability to demonstrate practical support for the Catholic Ethos of the College
- 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
- 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.

#### **Desirable requirements**

- Experience in the use of SEQTA

#### **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.