



**XAVIER**  
COLLEGE

# Position Information Document

## Education Support Officer - Curriculum

<b>Location:</b>	Xavier College Gawler Belt, Two Wells, Evanston, Riverlea Park
<b>Employment Status:</b>	Permanent, Part-time
<b>Classification Level:</b>	As per CESA Enterprise Agreement 2020, Education Support Officer, Grade 2, Curriculum
<b>Normal days/hours of work:</b>	8.45am – 3.00pm Monday – Friday (1/2-hour lunch break)
<b>Stipulated number of ordinary hours:</b>	28.75 hours per week, 40 weeks a year

### Reporting Relationship

Responsible to the Inclusive Education Coordinator as a line manager, the Head of Campus – Two Wells, the College Executive Officer for overall operations, and ultimately responsible to the Principal of the College.

### Broad Purpose

The Education Support Officer (ESO) - Curriculum will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

The ESO - Curriculum will interact with students and assists teachers in the classroom or in a nearby visible area to support students' identified educational needs.

### Key Responsibilities

- Assist teachers with the care of students on excursions, sports days, activities and other classroom and associated school educational activities.
- Assist student learning, either individually or in groups, under the direct supervision of a teacher (or delegate), using pre-prepared and structured programs involving:
  - sourcing and using provided and/or prepared existing resources
  - participation in regular program planning and review meetings as required.
- Assist teachers with implementation of learning programs such as EALD, literacy, and numeracy support, gifted and talented programs etc. by:
  - guiding students in the use of a range of available software applications as applicable,
  - monitoring, supporting and supervising individual or small groups of students using pre-prepared provided programs, and with direction from the teacher (or delegate),
  - facilitating existing available computer learning support activities for students.

- Assist with communication between students and teachers, particularly the interpretation of instruction by:
  - establishing positive relationships with students, staff, and parents,
  - attending review meetings for student personal learning plans (as appropriate),
- Assist in the translation of simple instructions to support students individually and in small groups in the classroom, with guidance from the teacher.
- Assist with physical requirements of students requiring special care including assistance with personal care.
- General administration and associated duties including classroom photocopying, facilitation of consent forms, set up and tidy up activities and basic first aid.
- Actively participating in school activities, events, meetings, required training, professional development and professional reviews.
- Undertake other duties, as required by the Principal.

### **Person Specification**

- Demonstrated ability to work, supervise, and communicate effectively with students in a classroom or similar setting. Some experience working with students with special needs is highly desirable.
- Strong communication and interpersonal skills to work effectively as part of a team, taking direction from teachers and school leaders to establish a cohesive team dynamic.
- Able to apply a range of well-developed skills to a variety of predictable problems and occasional unpredictable problems consistent with available knowledge and skillset.
- Ability to model positive behaviour, exercise some discretion and judgement to support student engagement and learning.
- Work under general supervision with instruction on non-routine practices, take responsibility for own work and outcomes to specified standards required of the role.
- Good organisational skills and time management to achieve specified outcomes within required timelines.
- Proficient computer skills and the ability to operate general office equipment.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to remain calm and effectively follow procedures during unexpected situations or emergencies.
- Continence Care Training is desirable.

### **Desirable requirements**

- Experience in the use of SEQTA

### **Role Requirements**

- Hold a Certificate III in Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role.
- 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 certificate (HLTAID012)
- 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.