

Location:	Xavier College - Gawler Belt, Two Wells, Evanston
Employment Status:	Replacement, Part-time
Classification Level:	As per SA Catholic Schools Agreement 2020, Education Support Officer, Grade 3, Curriculum
Normal hours of work:	8.45am – 3.00pm Monday – Friday (1/2-hour lunch break)
Stipulated number of ordinary hours:	28.75 hours per week, 40 weeks a year

- Provide specialist advice, under the supervision of the teacher (or delegate), to students in relation to handling and the use of materials and equipment e.g. photography, science experiments, video and audio recording, document preparation on computers and language laboratories.
- As applicable, and in consultation with the subject specialist, undertake specialist instruction to students in specific areas e.g. music, languages, dance, drama.
- Assist in following up student assignments to ensure work is submitted as required.
- In consultation with teachers and others, select appropriate reference materials and other educational tools to support student learning.
- Assist teachers with the care and supervision of students during excursions, sports days, activities and other classroom or educational activities.
- Assist with physical requirements of students requiring special care, as appropriate.
- Actively participate in school activities, events, staff and team meetings, required training, professional development and professional reviews.
- Undertake other duties as directed by the Principal (or delegate).

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the College
- Demonstrated ability working, supervising, and communicating effectively with school students including supporting students with special needs.
- Demonstrate a broad knowledge of a range of inclusive and supportive behaviour techniques to positively contribute to student learning.
- Ability to model and support positive behaviour procedures.
- Demonstrated ability to take significant initiative, apply solutions to a range of problems and analyse and plan approaches to effectively support students' wellbeing, social interactions and learning.
- Excellent interpersonal skills contribute to positive interactions within the school community and with external parties and to supervise other staff, as required.
- Ability to work with low level of direct supervision, take direction on broader technical aspects of the work and apply solutions to a range of problems by analysing and planning to meet required outcomes.
- Effective time management and organisational skills and ability to prioritise tasks to meet timelines for required outcomes, taking responsibility for own outcomes.
- Proficiency in using a computer and applicable programs, and the ability to operate office and other ICT equipment.
- Demonstrated ability to maintain appropriate confidentiality.
- Ability to deal effectively with unexpected situations and/or emergencies.
- An active commitment to ongoing professional learning and development.
- Continence Care Training is desirable.

Desirable requirements

- Knowledge in the use of SEQTA

Role Requirements

- A Certificate IV in Education / Education Support (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role. Prior experience working in an educational environment is highly desirable
- 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)
- 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.

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.