



- Assist with physical requirements of students requiring special care including assistance with personal care, i.e. toileting
- General administration and associated duties, facilitation of consent forms, set up and tidy up activities, basic first aid etc
- Actively participating in school activities/events, meetings, required training and/or professional development and professional reviews
- Participating in discussion with teachers and Inclusive Education Coordinator to develop strategies and programs for Special Needs students
- Undertake other duties, as required by the Principal (or delegate).

### **Person Specifications**

- Ability to demonstrate practical support for the Catholic Ethos of the College
- Demonstrated ability to maintain confidentiality
- Demonstrated ability to communicate effectively with children
- Ability to take direction and act on it, as well as be self-directed and utilise some discretion and judgement, as required

### **Specific Requirements**

- Possess or work towards Certificate III in Education Support and/or Basic Casualty Care (or equivalent) or other associated qualification relevant for a school setting (ie. Education Degree).
- 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)
- 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

### **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.

Reference: Division 4, Section 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.