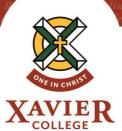
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# **Position Information Document**



# **Education Support Officer - Curriculum**

Location:	Xavier College - Gawler Belt, Two Wells, Evanston
Employment Status:	Permanent, 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	s: 28.75 hours per week, 40 weeks a year

## **Reporting Relationship**

Responsible to the Inclusive Education Coordinator for day-to-day activities and ultimately responsible to the Principal of the College (or delegate).

### **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 support and assist teaching staff to meet the students identified needs. Receiving little direct supervision and subject to occasional progress checks, the position will support teaching staff with student learning activities.

### **Key Responsibilities**

- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment of the learning needs of students, under the supervision of a teacher
- Carry out a wide variety of tasks associated with classroom learning experiences (eg assisting teachers in preparing, implementing and supervising learning programs)
- Apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to approval of the teacher
- Supervise and care for students with formally identified special needs in accordance with Personalised Plans for Learning (PPL), as applicable
- Demonstrate practical activities within a variety of routines, methods and experiences under supervision of teachers where discretion and judgement are required
- Participate in the evaluation of programs and student involvement
- Provide yard assistance support to teachers in accordance with school procedures
- Assist in following up student assignments to ensure work is submitted to required timelines

- Assist with identifying student learning/behaviour problems
- Provide specialist advice, under the supervision of a teacher, to students in relation to handling and the use of materials and equipment eg photography, science experiments, video and audio taping, recording, document preparation on computers and language laboratories
- In consultation with teaching staff, undertake specialist instruction to students in specific areas eg music, languages, dance, drama
- 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

#### **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
- 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
- o 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

- Previous in-classroom support experience
- Knowledge in the use of SEQTA
- Continence Care Training is desirable.

#### **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.