



Education Support Officer

Role Description

Classification:	Education Support SSO Cat B
Reporting to:	Inclusive Learning Co-Ordinator
Hours per Week:	Part-time / Casual

The College has enrolled students with physical, emotional, psychological and intellectual disabilities. These disabilities have an impact on the student's learning and often require a level of assistance. The College appoints ESOs to provide this assistance. The expectation is that the Aide will reflect the values, beliefs and attitudes of the College.

In consultation with the Inclusive Learning Coordinator, the ESO's develop a timetable to work with students according to identified needs. It is not always possible for all students to be accompanied by an ESO all the time.

The immediate contact point for the ESO is the Inclusive Learning Coordinator. The Business Manager and the Principal will also seek, from time to time, an evaluation of the programme and the progress of the students, especially when funding is involved. The Special Education Unit at the Catholic Education Office is available for advice. There are courses and professional development available for ESOs. They are encouraged to explore ways of furthering their knowledge and competence in their role.

The day to day activities are coordinated through the Inclusive Learning Coordinator. The terms and conditions of employment, including time in lieu and extra hours and time off are dealt with through the Business Manager.

The College has an Inclusive Learning Coordinator who is responsible for the overall co-ordination of the integration student programme. The responsibilities of the Co-ordinator are listed separately.

The tasks of the ESO include: -

1. To accompany students in the nominated classes and to provide discreet assistance/guidance for academic and personal situations
2. To liaise with the teacher involved in order to ensure that tasks are modified and understood
3. To be available for school excursions and other activities as required
4. To encourage the student to interact with other students in a positive manner both within and beyond the classroom
5. To work as a team member both with other assistants and with teachers.
6. To assist with the personal needs of the student as required and with the administration of any therapy or medication during the course of the day
7. To assist teachers and the Inclusive Learning Coordinator to simplify and modify the work being set.
8. If the student is absent to assist in the gathering and collection of work to be completed at home
9. To maintain confidentiality and discretion in relation to staff and students
10. To keep a record of any matter which would be helpful in meetings with parents.
11. To record and report any incident that may occur to relevant personnel e.g. Inclusive Learning Coordinator, or Business Manager.
12. To meet the reasonable requests of the Inclusive Learning Coordinator in the management of the Integration Students.