

# Education Support Officer

## Position Description

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| <b>Classification</b>   | Education Support Employee, Category B Level 2  |
| <b>Employment Status</b>  | Part-time – up to 0.93 FTE – fixed term with opportunity of ongoing.<br>Casual positions also available |
| <b>Hours of Work</b>  | General hours are 8.30am to 4pm, School terms   |
| <b>Expected level of contact with children and young people within this role:</b> Regular |   |

## Position Purpose

The College has enrolled students with physical, emotional, psychological and intellectual disabilities. These disabilities have an impact on the student's learning and hence these students require some assistance. The College appoints Education Support Officers (ESO) to provide this assistance. The expectation is that the ESO will reflect the values, beliefs and attitudes of the College.

The classes where assistance is required are nominated, and the College chooses those classes where a student needs assistance. It is not possible for all students to be accompanied by an ESO all the time.

The immediate contact point for the ESO is the Inclusive Learning Leader – Operations, of who the Leader is responsible for the overall co-ordination of the integration student programme.

## Reporting Relationships

**Position reports to:** Inclusive Learning Leader – Operations on a day to day basis, and is accountable to the Business Manager.

**Leads/Direct reports:** Nil

**Key relationships:** Inclusive Learning Team members, Classroom Teachers, Students, & Wellbeing Team.

## Key Duties & Responsibilities

Includes but are not limited to:

- Accompany students in the nominated classes and to provide discreet assistance/guidance for academic and personal situations.
- Liaise with the teacher involved in order to ensure that the tasks are modified/ adjusted and understood.
- Be available for school excursions and other activities.
- Encourage the student to interact with other students in a positive manner both within and beyond the classroom.
- Work as a team member both with other ESO's and with teachers, noting the teacher is to be respectfully supported and never undermined in front of students. Teachers have the duty of care at all times.
- Assist with the personal needs of the student as well as required and with the administration of any therapy during the course of the day.
- Assist teachers and the Inclusive Learning Leader - Operations to simplify and modify/ adjust the work being set.
- If the student is absent to assist in the gathering and collection of work to be completed at home.
- Maintain confidentiality and discretion in relation to staff and students.
- Note in a diary any matter which would be helpful in meetings with parents.

- Meet the reasonable requests of the Inclusive Learning Leader - Operations in the management of the Inclusive Learning Students.
- Perform any other duties as directed by the Inclusive Learning Leader - Operations, Assistant Principal Staff Development and Wellbeing, Business Manager and/or the Principal.

#### **Child Safeguarding**

- Be familiar with and comply with the school's childsafeguarding policy and code of conduct, and any other policies or procedures relating to child safeguarding.
- Assist in the provision of a child-safe environment for students.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

#### **Professional Development**

- Participate in ongoing professional development and learning relevant to the role, including annual compliance training.
- Continue development of Information Technology (IT) skills as technologies evolve.
- Participate in the completion of an Annual Review Meeting, as required.

#### **General**

- Contribute to a healthy and safe work environment and comply with all safe work policies and procedures.
- Attend staff/school meetings as required relevant to your role and within your hours of work.
- Demonstrate professional and collegiate relationships with colleagues.
- Support the Catholic ethos of the College and its Marist Mission.

*All applicants should note that this role description is not intended to be a prescriptive document and therefore may evolve as the position develops and forms.*

### **Essential Requirements for the Role**

#### **Qualifications & Experience**

- Certificate III in Educational Support, or demonstrated willingness to complete a formal qualification in the area of educational support, (or other relevant equivalent qualification).s
- First Aid Certificate Level 2
- Hold a valid employee Working with Children Check card and must be willing to undergo a National Police Record Check.
- Relevant experience in working with and supporting students with additional learning needs (highly desirable).

#### **Personal Attributes & Skills**

- Demonstrated ability to work with a diverse range of individuals, including an ability to relate effectively to adolescents, particularly those with special needs.
- Interpersonal skills that portray a supportive and non-judgemental atmosphere.
- Good oral and written communication skills.
- Ability to work collaboratively and build relationships as part of a learning and teaching team.
- Well-developed IT skills and knowledge.
- Patience, understanding and effective conflict-resolution techniques to help navigate challenging situations.
- Ability to cope with emotionally demanding situations.
- Well-developed organisational and time management skills.

#### **Child Safeguarding**

- Experience working with children.
- A demonstrated understanding of child safety.

- A demonstrated understanding of appropriate behaviours when engaging with children.
- Be a suitable person to engage in child-connected work.

### **Our Commitment to Child Safety**

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

### **Our Vision and Mission**

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit*.

### **Position Description**

**Authorised by:** Business Manager

**Last reviewed:** July 2023