

# St Francis de Sales College

## EQUITY & INCLUSION

## EDUCATION SUPPORT OFFICER

## Position Information Document



St Francis de Sales  
COLLEGE

Stream	Resources	<input type="checkbox"/>	Admin & Finance	<input type="checkbox"/>			
	Classroom Support	<input checked="" type="checkbox"/>	Boarding House	<input type="checkbox"/>			
	Early Childhood	<input type="checkbox"/>	Services	<input type="checkbox"/>			
	Other Professionals	<input type="checkbox"/>					
Grade: 3							
Employment Category							
Permanent	<input checked="" type="checkbox"/>	Replacement	<input type="checkbox"/>	Temporary	<input type="checkbox"/>	Casual	<input type="checkbox"/>
Hours worked per fortnight: 65 (8.30am to 3.30pm - Mon to Fri, with a half hour lunch break)							
Weeks per year: 41 (40 Term time plus Jan week before students commence)							
Commencement date: ASAP							

At St Francis de Sales College we aim to provide opportunities for the growth and development of all of our community members so they may 'be who they are and be that well.' We strive to inspire all to develop a love of learning and enable them to reach their full potential by living, through a Catholic lens, the College's seven Heart Values of *Faith; Perseverance; Compassion; Integrity; Respect; Wisdom and Justice*. This is the foundation and the essence upon which this role is based.

***'Be who you are and be that well'***

### Key Working Relationships

- Principal (or delegate)
- Head of Equity & Inclusion Leader
- Teaching and non-teaching staff
- Parents/caregivers, students and other members of the school community

### Broad Purpose

St Francis de Sales College staff are expected to work professionally and collaboratively with colleagues, parents and Catholic Education South Australia (CESA) personnel to maximise the learning and wellbeing of each student at St Francis de Sales.



St Francis de Sales College is a R-12 Catholic Co-educational College in the Adelaide Hills

FAITH | PERSEVERANCE | COMPASSION | INTEGRITY | RESPECT | WISDOM | JUSTICE

The Equity & Inclusion Education Support Officer is to support the Head of Equity & Inclusion and ESO team in providing support to students in their learning.

The Equity & Inclusion ESO is responsible to the Principal, and reports to the Principal through the Business Manager and Head of Equity and Inclusion.

The Equity & Inclusion ESO works in a close collaborative relationship as a member of the Equity & Inclusion Team to work with students to maximise their access and inclusion in learning and assists teachers in the planning and implementation of inclusive programmes.

The Equity & Inclusion ESO maintains positive relationships with other support staff, teaching staff, students, parents/caregivers and visitors to the College.

## **DUTY STATEMENT**

Under the supervision of the Head of Equity & Inclusion and Business Manager (or delegate), support teachers in their management of students with specific learning needs.

Receiving general supervision and instruction, the position will support teaching staff with student learning activities. Duties include, but are not limited to:

1. Assist student learning, either individually or in groups, under the direct supervision of a teacher (or delegate) using prepared and structured programs:
  - Supporting the learning of students with specific learning needs in a group or individually.
  - Creating and sourcing resources, preparing classroom materials, class displays and aids for learning programs.
  - Liaising with and assisting teaching staff in the assessment of student progress, and in program evaluation.
  - Participating in regular program planning and review meetings as required by teacher and or Head of Equity & Inclusion.
  - Assist in the translation of simple instructions and supporting students individually and in small groups or other designated areas, with instructions as applicable.
  - Provide yard assistance support to teachers in accordance with school procedures.
  - Assist with physical requirements of students requiring special care including assistance with personal care, i.e. toileting.
2. Assist with communication between students and teachers, particularly the interpretation of instruction:
  - Demonstrating positive relationship with students, staff and parents.
  - Support teachers (if appropriate) when writing goals for student PPLs.
  - Provide scaffolding processes and tools as needed.
  - Support teachers to identify and record adjustments/differentiation.

3. Assist teachers with implementation of learning programs by:
  - Supporting individual or small group programs, with direction from the teacher
  - Facilitating student support programs
  - Assisting students with a range of software applications as applicable.
4. Assist teachers with the care of students on excursions, sports days and other classroom activities:
  - Assist teachers with the care of students by attending special events, ie class excursions, incursions, assemblies.
5. Support with administration in Equity & Inclusion:
  - Writing up PPL notes.
  - Document learning and wellbeing adjustments on SEQTA.
6. Undertake other duties, as required by the Principal (or delegate).

## **PERSON SPECIFICATIONS**

### Skills and knowledge:

- Demonstrated commitment to the Vision, Mission and Values at St Francis de Sales College.
- Demonstrated ability working and communicating effectively with children, including working with children with special needs.
- Demonstrate a broad knowledge of a range of inclusive and supportive behaviour techniques to positively contribute to student learning.
- 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.
- An understanding of effective learning and wellbeing strategies for students with trauma-based backgrounds an advantage.
- Willingness to uphold and contribute to the culture and ethos of our Catholic school.
- Ability to implement positive and supportive behaviour management procedures and be a good role model for students.
- Effective interpersonal and teamwork skills and able to successfully work collaboratively and flexibly with others.
- Able to take direction and act on it, as well as be self-directed and self-monitoring and utilise some discretion and judgement, as required.
- Good time management and organisational skills, and able to effectively prioritise tasks.
- Demonstrated ability to maintain confidentiality.
- Demonstrated ability to deal effectively with emergencies and/or unexpected situations.
- Ability to support a program which reflects the multicultural and social nature of the school community and which promotes the principles of equal opportunity.

- Excellent interpersonal skills with the ability to communicate effectively with staff, students and parents.
- Ensure that tasks are dealt with a high degree of confidentiality, high level of professionalism and initiative and that this information is handled appropriately with the highest level of care.

## **SPECIFIC REQUIREMENTS**

- A Certificate III in Education Support and/or Basic Casualty Care (or equivalent) and/or relevant demonstrated knowledge and experience in a comparable role (preferable or willingness to undertake).
- First Aid Certificate in an Education and Care Setting.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- Disability Standards for Education Training.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- 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.

## **DESIRABLE REQUIREMENTS**

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

## **WORK 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 28 WHS Act 2012*

*This position information document indicates the general nature and level of work performed by the incumbent and is not intended as a comprehensive listing of all responsibilities, tasks, and outcomes.*