



Position Information Document

POSITION TITLE:	Education Support Officer
ESO GRADE:	2
ESO STREAM:	Curriculum
EMPLOYMENT:	As per contract

Key Working Relationships

- Principal / Head of Campus
- APRIM / Leader of Teaching & Learning
- Teaching and support staff
- Parents and students

Broad Purpose

Education Support Officers (co-educators) have a key role in modelling the Mercy values of our school and contributing to the creation of a safe environment where students can strive to reach their full potential. Under the supervision of the Principal (or delegate), co-educators support and assist teachers to meet the students identified educational needs.

Duty Statement

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

- Assist teachers with the care of students on excursions, sports days/activities and other classroom and associated school and educational activities.
- Assist student learning, either individually or in groups, under the supervision of a teacher (or delegate) using prepared and structured programs involving:
 - Creating and sourcing resources, preparing classroom materials, class displays and aids for learning programs,
 - Participating in regular program planning and review meetings as required.
- Assist teachers with the implementation of learning programs such as LAP, EAL support, literacy and numeracy support, gifted and talented programs etc. by:
 - Assisting students with the use of a range of software applications as applicable,
 - Supporting/supervising individual or small group programs, with direction from the teacher (or delegate),
 - Facilitating computer learning support activities for students.

- Assist with communication between students and teachers, particularly the interpretation of instruction by:
 - Demonstrating positive relationships with students, staff, and parents,
 - Attending Review IEP meetings (if appropriate),
- Assist in the translation of simple instructions and supporting students individually and in small groups or other designated areas, with instruction as applicable.
- Assist with physical requirements of students requiring special care including assistance with personal care, i.e. toileting.
- General administration and associated duties including classroom photocopying, 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.
- Undertake other duties, as required by the Principal (or delegate).

Person Specifications

- A Certificate III in Education Support and/or relevant demonstrated knowledge and experience in a comparable role.
- Demonstrated ability working and communicating effectively with children. Experience working with children with special needs is highly desirable.
- 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.

Essential Requirements

- Applicable First Aid Certificate relevant to the role requirements.
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA.
- 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.

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 – SA WHS Act 2012

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.