



Marian College

Education Support Officer

POSITION: **EDUCATION SUPPORT OFFICER**

REPORTS TO: **LEARNING DIVERSITY COORDINATOR**

OVERVIEW

All staff members of Marian College are expected to support Catholic education in the Brigidine tradition as expressed in the College's Vision and Mission statements. Staff are expected to reflect the values of Kildare Ministries in the way that they perform their role and in the relationships they form with all members of the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

PRIMARY OBJECTIVE OF THE ROLE

The Education Support Officer will contribute to the quality of service provided to the school community by supporting the learning program and enhancing the classroom experience of students with particular needs. The type of support offered may vary according to the student, her learning program and the requirements of the subject.

MAJOR AREAS OF RESPONSIBILITY

The Education Support Officer is responsible for working closely with classroom teachers to support the implementation of a teaching and learning program for students with particular learning needs. Program effectiveness will be achieved by:

- I working in partnership with the Learning Diversity Leaders and fellow members of the Learning Diversity Team
- II providing one-to-one, and where appropriate, group support in the classroom
- III delivering programs, as per classroom teacher instructions, and providing feedback to classroom teachers regarding student progress
- IV attending to the administrative requirements needed for student support and organisational compliance, as per directions from the Learning Diversity Leaders

STATEMENT OF DUTIES

The following duties are aligned to the four major areas of responsibility of the Education Support Officer:

Working as a member of the Learning Diversity Team

- with the Learning Diversity Leaders develop and implement effective timetables and programs for students under their care
- respond to directions related to specific students' needs
- assess needs in order to prioritise contact times
- develop effective relationships with visiting teachers and therapists who support student learning
- implement effective classroom strategies as per teacher instructions
- organise Program Support Group (PSG) meetings, as directed by the Learning Diversity Leaders
- attend departmental meetings as required

	<ul style="list-style-type: none"> – respect and maintain the confidentiality of students and their families in line with the Privacy Program
Classroom assistance and support to students	<ul style="list-style-type: none"> – guide and scaffold student work (assisting with explaining, planning, time management, organisation, clarifying expectations and tasks, supervising work), as per teacher instructions – monitor and review students' progress – affirm appropriate behaviour which has been established in the learning environment – facilitate the running of 'homework club' on specific days
Advice, assistance and support to classroom teachers	<ul style="list-style-type: none"> – provide information and advice that will support and enhance students' learning opportunities – assist teachers with advice regarding preparation of Personalised Learning Plans – attend excursions and camps as required in direct support of the students in their care – provide regular feedback regarding students' progress/challenges/strengths
Administration	<ul style="list-style-type: none"> – complete electronic accountability documents daily for students in their care – ensure that student records are current, maintained and readily accessible when required – complete NCCD adjustment forms as required
Other	<p>The Education Support Officer will, at times, be required to undertake other duties related to the role as directed by the Principal.</p> <p>The Officer will undertake professional development both within and outside the College in order to maintain a high level of awareness of current and best practice in the area of learning support. This may include specific training to support the medical needs of students.</p> <p>In negotiation with the Principal, it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
<p>QUALITIES AND CAPABILITIES</p> <p>The Education Support Officer will demonstrate a comprehensive range of the following:</p> <p>Commitment to Child Safety</p> <ul style="list-style-type: none"> – experience working with children – a demonstrated understanding of child safety – a demonstrated understanding of appropriate behaviours when engaging with children – familiarity with legal obligations relating to child safety (e.g. mandatory reporting) – be a suitable person to engage in child-connected work <p>Dispositions</p> <ul style="list-style-type: none"> – a respect for the mission, identity and values of Kildare Ministries in the Brigidine Tradition as lived at Marian College 	

- an openness to learning in all situations
- collaborative participation in professional relationships especially within the department
- reflective practice on experience and willingness to share insights
- understand the need for currency and accuracy in record keeping

Attributes

- confidence and enthusiasm about the students and their capacity to thrive in the Marian College community
- sensitivity when working with people from diverse educational, physical, cultural and ethnic backgrounds
- a tenacious and resourceful capacity for hard work
- flexibility and the capacity to accommodate change
- the capacity to persevere in complex and stressful situations
- a sense of humour and appreciation of the appropriate use of humour

Knowledge and understandings

- experience and research related to best contemporary practice in teaching and learning for students with particular needs
- the appropriate avenues and resources for seeking support and clarification applicable to the needs of the students in their care

Skills

- the ability to work collaboratively, flexibly, independently and creatively in a demanding environment
- the ability to locate information quickly and accurately
- the capacity to negotiate
- the capacity to maintain professional relationships within the College community and with other organisations that support the education of students with particular learning needs
- excellent capabilities in the use of information and communication technologies
- the ability to choose and apply formats for communications appropriate to diverse educational contexts
- the ability to integrate habits and practices of ongoing review and evaluation to ensure continuous improvement and development of the role and the operations of the learning diversity team

RISK AND OCCUPATIONAL HEALTH AND SAFETY

The Education Support Officer will:

- comply with legislated occupational health and safety practices and participate in consultative processes
- observe safe work practices in accordance with training and instruction given
- identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)
- promote and implement occupational health and safety and risk mitigation processes within the College

KEY COMMUNICATIONS**INTERNAL**

Learning Diversity Leaders
Education Support Team members
Assistant to the Principal-Student Wellbeing
Classroom teachers

EXTERNAL

Parents
CEOM Student Services staff

Background & Qualifications

Certificate III in Education
Experience working in schools

Other Requirements	Criminal Record Check Valid Working with Children Card Current First Aid Certificate
Contract & Conditions	Contract: NA – refer letter of appointment Conditions: Entitlements under the Victorian Catholic Schools Multi-Employer Agreement 2018 (or as varied from time to time)

AUTHORISED BY: PRINCIPAL

DATE: OCTOBER 2022