TORRENS VALLEY CHRISTIAN SCHOOL

Position Description

EDUCATION SUPPORT OFFICER - PRIMARY & SECONDARY SCHOOL

Title	Education Support Officer Primary and Secondary School	**Responsible for:**	Educational support for the learning needs of students
Classification	SSO Grade 2	**Line Manager**	R-12 Education Support Coordinator
Date of Commencement	15 March 2022	**Reporting to**	R-12 Education Support Coordinator
Tenure	Contract	**Appointment**	Contract 16.5 hours term time (until the end of term 2)

PURPOSE OF THE POSITION

- To provide a service of high quality in the support of individual student learning needs.
- To support students in their learning within the classroom setting - 1:1, small group and withdrawn from class.
- To support students in their access to the Australian Curriculum and SACE.
- To provide support and stability for students with complex needs at extra-curricular activities.

DESIRABLE WORK REQUIREMENTS

- Certificate III in Education Support.
- Familiarisation with MacqLit Reading Intervention.
- Familiarisation with SACE subjects and ability to support senior students in a range of subjects.
- Familiarisation with the purpose of a student Education Plan and the recording of reasonable adjustments.

ESSENTIAL WORK REQUIREMENTS

- Ability to support students with complex and diverse needs across several areas of demand including adjustments in subject content and communication with teaching staff and parents.
- General knowledge of disability and the reasonable adjustments and accommodations to support a student with disability.
- Desire to contribute to and promote a harmonious and co-operative team environment.
- Build and maintain strong relationships with parents, students, and staff.
- Maintain the confidentiality of information and protection of information according to *Privacy Act 1988*.
- Willingness to familiarize and prepare for lesson content in which support is being offered.
- Strong administrative skills.
- Participation in professional development and training opportunities to increase knowledge, experience and skill set.
- Contribute to a safe workplace.
- Any other duties as directed.
- Received COVID-19 Vaccination

KEY SELECTION CRITERIA

- Active support of the Christian ethos of the School.
- Personal commitment to the Christian faith.
- Committed member of a church congregation.
- High level confidentiality and integrity.
- Strong organisational skills and ability to multi-task.
- Accuracy and attention to detail.
- Effective communication with students, parents, and staff.

ESSENTIAL WORK QUALIFICATIONS

- HLTAID003 First Aid Certificate (or above).
- Hold a current Working with Children Check.
- RAN Certificate.
- Current driver's license.