



**St. Joseph's
College Echuca**
STRENGTH & KINDLINESS



Position Description

Education Support Officer - Teacher Aide/Personal Carer

POSITION DETAILS	
College:	<i>St Joseph's College Echuca</i>
Position:	<i>Education Support Officer - Teacher Aide/Personal Carer</i>
Remuneration Scale:	<i>As per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA) or subsequent CEMEA</i> <i>Category B</i>
Full Time Equivalent:	<i>1.0 FTE or negotiated</i>
Reports to	<i>Learning Enhancement Leaders</i>

POSITION SUMMARY

The Teacher Aide/Personal Carer is employed by the College to contribute to the provision of optimum learning opportunities in the classroom for students with special needs and assisting students in terms of mobility. The Teacher Aide/Personal Carer is responsible, in the first instance, to the Learning Enhancement Leaders and the Principal.

MISSION AND VISION

All staff members of St Joseph's College are expected to uphold the Kildare Education Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.

Our College motto 'Strength and Kindliness' comes to life in each staff member as they demonstrate the strength to do their job well and the kindness to undertake it with compassion.

Leadership at St Joseph's College is inspired and shaped by the document Leadership in a Kildare Education Ministries School and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope and Wonder.

LEADERSHIP

At St Joseph's College, leaders are expected to demonstrate skills and a personal commitment to improvement in areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. This leader will be actively supportive of the school improvement priorities and the strategic plan.

COACHING AND PROFESSIONAL LEARNING

St Joseph's College expects all staff members to be part of a positive and reflective culture. As such, the College supports and encourages growth coaching for all staff. Coaching is to be built into the professional practice of all staff, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. All leaders will coach a team of staff that are allocated by the Director of Capacity and Culture. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

STATEMENT OF DUTIES

Major areas of responsibility:

- Direct support of students
- Assist with communication between students and teachers, particularly the interpretation of instruction
- Liaising regularly with the Learning Enhancement Coordinator
- Enabling students to access the curriculum
- Assisting a student/group of students in a classroom setting
- Assist students with specific learning needs on an individual or group basis, following an Independent Learning Plan (ILP)
- Working closely with, and under the direction of, classroom/subject teachers and welfare staff
- Management of resources appropriate to the needs of the students
- Assisting with the writing of Learning Plans for individual students
- Assisting the Learning Enhancement Coordinator with documentation and record keeping
- Monitoring and/or assisting students with special needs during recess and lunch breaks

- Assisting students/groups of students on excursions, camps
- Working with students completing activities appropriate to learning
- Attendance at staff meetings and year level meetings as appropriate
- Maintain appropriate and confidential written records of all communications, interactions and actions
- Support students' social, emotional, and behavioural health
- Embrace strategies which promote a healthy and positive learning environment
- Participate and provide feedback around family and community to pastoral wellbeing meetings
- Promotion of St Joseph's College
- Other duties as designated by the Principal

The following duties are aligned to major areas of responsibility of the ESO - Teacher Aide/Personal Carer:

Personal Assistance of Student:

Provides for the special needs of students who require personal assistance and health care by assisting in the following areas:

- Lifting in and out of wheelchairs, braces, and other orthopaedic equipment
- Toileting and other personal hygiene care needs
- Assistance with food and fluid intake
- Lifting on and off school buses or private vehicles
- Support with assistive communication aids/devices.
- Carries out allied health instructions regarding special physical handling, care, or exercises by student(s)

RISK & OCCUPATIONAL HEALTH & SAFETY

All College staff members 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 risk/hazards in order to eliminate or mitigate against the risk recurring. (Risks arising in the workplace may be financial, site, task, reputational or person specific or related to safety)
- promote and implement occupational health and safety and risk mitigation processes within the College.

COMMITTEES & REPORTING

Internal	External
Principal Leadership Team Learning Enhancement Leaders Staff Students	Parents/Guardians Visitors to the College

CHILD SAFE RESPONSIBILITIES

- St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All College staff must commit to the College principles of Child Safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>.

KNOWLEDGE & EXPERIENCE

- comprehensive understanding of the College's policies and procedures; the appropriate avenues and resources for seeking support and clarification including when handling sensitive situations and information
- first aid competence demonstrating the skills and knowledge required to provide first response and sick bay support
- the appropriate referrals to the offices of the Principal, the Business Manager, Registrar, Administration staff, members of the Leadership Team or other teaching or non-teaching staff.

SKILLS AND CAPABILITIES

- First Aid Qualifications (minimum level 1)
- Educational qualifications appropriate to the position
- Willingness to undertake professional development in the area
- Ability to work closely with others in a team situation
- Good verbal, written, communication and organisational skills, including punctuality
- Ability to quickly develop a positive rapport with students
- Be able to identify needs within an Occupational Health and Safety context, and liaise with Principal in this regard
- Be able to listen to and act on advice and demonstrate initiative

Team Culture

- Positively contributes to building effective team culture
- Positive assistance to team members and other teams to successfully achieve tasks within time frame
- Organisational decisions implemented and reinforced in a positive way

TERMS AND CONDITIONS

- Certificate IV in Education Support, desirable
- First Aid Certificate HLTA301B - Apply First Aid
- Hold a current Victorian Working with Children's Check (WWCC), current Police Check and Drivers Licence
- Experience within in a classroom as an Education Support Officer is highly desirable

- Good oral and written communication skills, including the ability to communicate with children
- An ability to work within a distributive and collaborative decision-making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- Exhibit an ability to communicate effectively with the whole school community as well as with the wider community
- Comply with St Joseph’s College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Actively articulates the school’s vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- Is active as an individual, or as a team member, to work towards the success of the school’s Strategic Plan, providing support, stimulus and action as necessary
- Communicates and exemplifies to staff correct procedures and processes
- Addresses staff meetings and other forums on matters pertaining to their respective areas of responsibility
- Contributes to the development of College policies and procedures
- Seeks professional development to further his/her understanding of the mission of St Joseph's College
- Performs other duties as required by the Principal

<p>Contract & Conditions</p>	<ul style="list-style-type: none"> ❖ Education Support Officer - Ongoing ❖ The ESO - Teacher Aide/Personal Carer will undertake a review ❖ The ESO - Teacher Aide - Learning and Teaching is expected to: <ul style="list-style-type: none"> ● be available onsite a few days prior to the commencement of the school year and until the gazetted final day ● perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment ● These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment ● Other duties as directed by the Principal
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