



Inclusive Education Officer

Position Description

Area of Employment	Middle/Senior School
Status and Tenure	Permanent Part Time (term time only)
Position Reporting To	Director of Inclusive Education
Classification	Woodcroft College Enterprise Agreement

Position Objective

The Inclusive Education Officer provides a range of services that support the leaning and participation of students with diverse learning needs. This role works closely with the Middle/Senior School teachers.

Reporting and Working Relationships

The Inclusive Education Officer reports directly to the Director of Inclusive Education.

PART A

Key Areas of Responsibilities

Key Responsibilities

- Support students with diverse learning needs and disabilities to actively engage in learning and participate fully in the life of the College, providing individual and small-group support as required.
- Work collaboratively with teachers to plan, implement and evaluate learning programs, including differentiated lessons, tasks and assessments that respond to individual student needs and agreed learning outcomes.
- Apply knowledge, initiative and appropriate strategies to implement reasonable adjustments and tailored learning and wellbeing programs under the direction of teaching and management staff.
- Contribute to the development, implementation and review of Individual Learning Plans (ILPs), student profiles and other relevant documentation for students with diverse learning needs, disabilities and specific learning difficulties.
- Implement specialised and targeted programs to support students' learning, emotional regulation, behaviour and wellbeing, including students with Autism Spectrum Disorder (ASD), language disorders and other identified needs.
- Develop positive, respectful and supportive relationships with students, promoting inclusion, engagement, self-discipline and a learning environment free from harassment and discrimination.
- Support positive student behaviour by reinforcing agreed expectations, routines and procedures and applying strategies that promote participation, independence and successful learning.





- Collaborate with teachers and relevant College staff to ensure appropriate learning, behavioural and wellbeing strategies are consistently implemented across the student's learning environment.
- Develop and maintain professional relationships with parents, Allied Health Professionals, community services and other relevant stakeholders, contributing to communication regarding student needs, progress and support.
- Develop and maintain accurate student records, profiles and relevant documentation, and undertake administrative duties required to support the effective operation of the Inclusive Education Program and College requirements.
- Contribute to the planning and participation in excursions and other College activities to support student inclusion, learning and wellbeing.
- Participate in professional development relevant to inclusive education, disability, learning difficulties and effective student support, and apply acquired knowledge and skills to practice.
- Contribute positively to team collaboration and the achievement of College goals, policies and strategic directions, maintaining effective and professional working relationships with colleagues.
- Ensure learning environments, facilities, materials and resources are appropriately prepared and maintained to support effective student learning and participation.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

PART B

Desirable requirements

- Recent experience working in a school-based administration environment.
- Experience in using word processing and computer packages currently in use within the College.
- Experience in a Reception and general administration environment.

Essential Requirements

- Certificate III in Education Support.
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).

Personal Attributes

- Customer service ethos and positive mindset, with the ability to be flexible and responsive to needs.
- Demonstrated ability to work effectively with students with additional needs, maintaining high expectations through a consistent, supportive, and inclusive approach that promotes engagement, wellbeing, and positive learning outcomes.
- Supportive of the Christian ethos of the College and a commitment to independent education.
- Understanding of and ability to maintain confidentiality.
- Genuine interest in learning about students with special needs.





- Staff are encouraged to play an active role in the wider life of the College.

Skills, Experience and Knowledge

- Demonstrated ability to work as part of a team and develop positive working relationships with the College community including students, and other staff.
- Excellent verbal and written communication and interpersonal skills.
- Work with limited supervision and handle high volumes of work, organise, prioritise, and meet deadlines.
- Sound ability to exercise judgement and initiative to resolve issues.
- Experience in supporting student learning, including students with special needs and disabilities and working in a school environment.
- Ability to effectively use a wide range of computer programs including assistive technologies to support student learning and Office 365 applications.

