Junior School Education Support Officer

Position Description

Area of Employment	Woodcroft College Junior School
Status and Tenure	Permanent Part Time
Position Reporting To	Head of Junior School
Classification	Woodcroft College Enterprise Agreement

Position Objectives

The Junior School Education Support Officer provides a range of services that supports the learning and participation of students with diverse learning needs. This role works closely with the Junior School Intervention teachers and the Coordinator of Inclusive Education (R-6).

Reporting and Working Relationships

The Junior School Education Support Officer reports to the Head of Junior School, via the Coordinator of Inclusive Education (R-6).

PART A

Key Areas of Responsibilities

- Support planning, learning programs and assessment for student learning and agreed learning outcomes under guidance of teachers.
- Support teachers in the differentiation of lesson plans, tasks and assessments and delivery of learning support.
- Participates in the planning and participation of excursions that support learning in the classroom.
- Use personal knowledge and initiative to adjust lessons, ensuring they meet the learning needs of specific students, as directed by teachers.
- Delivers learning support that is flexible and responsive to student's learning needs and provides opportunity for the student to be actively involved in their own learning.
- Assist with creating a safe and supportive learning environment and maintain confidentiality.
- Build and maintain positive relationships with and between students.
- Actively develops and maintains positive relationships between collaborating staff and colleagues.
- Provide support to teachers for assessment and reporting.
- Work alongside teachers to develop routines and procedures to manage activities efficiently.
- Monitor facilities, materials and resources to support learning, taking action as required.
- Respond to student behaviour following the College's policies and procedures.
- Participate in professional development and faculty meetings in areas of responsibility.
- Participate in team structure and contribute to the College's goals and directions.

Professional Responsibilities

- Undertake yard duties and other routine responsibilities as required.
- Participate in professional development activities.
- Contribute to the ongoing development of a safe, dynamic, supportive learning environment.
- Support the strategic direction of the College.

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

Essential Requirements

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

Personal Attributes

- Customer service ethos and positive mindset.
- Understanding of and commitment to maintain confidentiality.
- The ability and a willingness to support the Christian ethos of the College.
- Staff are encouraged to play an active role in the wider life of the College.

Skills, Experience and Knowledge

- Experience in supporting student learning, including students with diverse learning needs and disabilities in a school environment.
- Demonstrated administrative skills, including experience in a wide range of computer programs including assistive technologies to support student learning and Microsoft Office applications.
- Sound ability to work with limited supervision and handle high volumes of work, and organise, prioritise and meet deadlines.
- Sound ability to work as part of a team and develop positive working relationships with the College community including students, parents and staff.
- Highly developed organisational and time management skills.
- Ability to exercise judgement and initiative to resolve issues.