



## EDUCATION SUPPORT OFFICER – STUDENT SERVICES / CLASSROOM SUPPORT

Thank you for your enquiry regarding the **Education Support Officer – Student Services** position at Samaritan College, Saint John's Campus (7-12).

**There are multiple roles available including:**

- **General classroom support for secondary students**
- **Out of class student support including specific Mathematics and Literacy software courses for primary students (training to be provided)**

**Role hours may be from 20-30 hours and can be negotiated with the successful applicant. One application is sufficient if you are applying for both roles.**

When applying for the position, your application needs to include:

Covering letter (1 page)

1. Curriculum Vitae (Resume) (no more than 2 pages)
2. A brief statement (up to 2 pages) addressing the following criteria;
  - Skills in assisting students with varying needs
  - Ability to support teaching staff in class with general support of students
  - Willingness to liaise with teachers to work towards desired outcomes for students with special needs.
  - In some cases, have the ability to utilise ICT and/or software packages to measure and improve student learning
  - Capacity to contribute to and work successfully as part of a team.
  - Excellent organisational, interpersonal skills and the ability to learn and apply new concepts quickly.
3. Copies of relevant Certificates/Accreditation
4. Applicant Declaration Form (see below)

Please include in your CV/Resume a list of 2 referees, relevant to the position with mobile phone numbers. It is essential that you seek your referees' permission to list them as willing to speak about you in relation to this position. You are asked to forward to them a copy of the advertisement so they are better able to speak about your suitability for the position.

Please also ensure that you complete the **Applicant Declaration Form** available on our website. The form is to be placed in a sealed envelope marked "Confidential" and addressed to the Principal. Please attach the envelope to your application. If you choose to opt for a discussion with the Principal, please make contact at your earliest convenience.

A modified Position Information Document is also included below; this is generic information. (You do not need to address this as part of your application – it is **information only**)

Please email application to [info@samaritan.catholic.edu.au](mailto:info@samaritan.catholic.edu.au) or drop into to any of our Front Offices or post to:

The Principal  
Samaritan College  
PO Box 351  
WHYALLA SA 5608

You will either receive a phone call or email requesting that you attend an interview, or a letter stating that you have not been short listed. I wish you well should you decide to proceed with your application.

Yours sincerely,

Karen McGinnis

**Principal's PA**

# Position Information Document

## EDUCATION SUPPORT OFFICER - GENERAL

### Key Working Relationships

- Report directly to **Inclusive Education Coordinator**
- Collaborate with other **Learning Support staff**
- Assist **students** with a disability and/or special needs
- Liaise with their **parents**
- Collaborate and liaise with **teachers**
- Report to the **Assistant Principals (Heads of Campus)**

### Broad Purpose

- Provide assistance/support for students with needs
- Provide assistance/support for teachers
- Maintain a positive learning environment

## PERSON SPECIFICATIONS

The Education Support Office (Student Services) will:

Ensure a courteous approach is taken when communicating with College community, members, visitors, the general public and staff at all times

Support the Catholic ethos of the College (which includes):

- being involved in religious celebrations of the College
- strive to fulfil the College Vision and Mission
- attend prayer/administration staff meetings as required
- be approachable and hospitable with the community at all times

Have confidence and skills in working unsupervised and a proven ability to work with children

Have the capacity to contribute to and work successfully as part of a team

Have the capacity to exercise initiative and sound judgement

Have excellent organisational, interpersonal skills and the ability to learn and apply new concepts quickly

Demonstrate and apply effective interpersonal, written and oral communication skills enabling clear, concise and effective levels of communication to the college teachers, staff, students and parents

Demonstrate and apply a competent level in the use of computer software applications including Microsoft Office Word, Microsoft Office Publisher and Microsoft Office Powerpoint

## WORK HEALTH AND SAFETY

### Commitment

- Support the development and maintenance of a best practice WHS culture within their workplace
- Adhere to safe work practices
- Be responsible for WHS and maintenance in any area or classroom designated
- Provide appropriate WHS training for persons using designated areas
- Encourage colleagues and others on the worksite to adhere to safe work practices

### Legal and Policy Requirements

- Comply with all relevant policies and procedures
- Improve systems of work and safe practices

### Plans and Budgets

- Implement relevant actions in WHS plans as required by their supervisor

### Performance and Training

- Participate in relevant WHS training programmes
- Provide appropriate WHS training for persons using designated areas
- Include WHS goals and responsibilities in their role descriptions and performance plans in consultation with their supervisor

### Risk Management and Hazard Control

- Report hazards and unsafe workplace practices associated with the workplace to their supervisor
- Suggest improvements or recommend changes to avoid, eliminate or minimise workplace hazards

### Incident Reporting and Investigation

- Report work related injuries and incidents in accord with the Catholic Church Safety Manual.
- Participate in the investigation of potential hazards, dangerous occurrences, WHS incidents and near misses in accord with the Catholic Church Safety Manual.

### Consultation

- Raise WHS issues with their work colleagues, supervisor, or local WHS committee, and assist with their resolution.
- Regularly discuss WHS issues with other staff at staff meetings
- Regularly consult with colleagues on WHS issues, and actively participate in WHS committees if required.

### Monitoring

- Monitor and evaluate their own WHS performance
- Monitor the health, safety, and well being of work colleagues to ensure they can undertake their work safely
- Participate in workplace WHS inspections/audits, and assist in the maintenance of WHS facilities, resources, equipment and information
- Monitor workplace WHS performance and progress of the WHS action plan for the site

## SPECIFIC REQUIREMENTS

### Qualifications and Training

- Appropriate First Aid training (training will be provided)
- Approved Mandatory Notification training (training will be provided)
- Police Clearance to work in Catholic Education SA/Working with Children Check
- Approved vaccination status
- ICT skills/MS Office
- The ability to relate well with the teaching and education support staff and the ability to work well in group situations.