

# JOB DESCRIPTION



## POSITION

Education Support Officer- Classroom Support Services

## TITLE

Classroom Support

### A. Job Specification

#### Summary of Purpose of Position and Its Responsibilities

The role of the **Education Support Officer (Classroom Support)** is to assist teachers in the delivery of their teaching and learning programs at St Peter's Woodlands Grammar School.

The role will include working with children within R-7 classrooms and under the direction of teachers. In addition, you may be requested by teachers to undertake tasks including preparation of teaching aids, word processing, desktop publishing, general cleaning, photocopying, filing, laminating, maintaining general tidiness, clerical/receptionist duties, administering first aid, and undertaking yard duty supervision.

#### Terms & Conditions of Employment

- This position is classified as an **Education Support Officer – Classroom Support (Level 2)**.
- The position of Education Support Officer (Classroom Support) is subject to the terms of the St Peter's Woodlands Grammar School Inc Enterprise Agreement 2013
- The position is part-time, with the days of the week and hours per day established by the school.
- The level of remuneration is established by reference to the St Peter's Woodlands Grammar School Inc Enterprise Agreement 2013.
- Year level placement will be decided by the school, after consultation, to best support the needs of the students.
- ESOs - Classroom Support will be involved with the Performance and Development and Professional Learning as set out in the respective school policies.

#### Reporting Working Relationship

This position is accountable directly to the Head of Learning Support

#### Key Responsibilities / Duties Including

- Support individual children or groups under the direction of a teacher (R-7). The role is predominantly working with children in classrooms or within the vicinity of classrooms  
This could include taking the remainder of class while the teacher works with small groups
- Undertake essential photocopying
- Undertake word processing and desktop publishing
- Prepare classroom aids
- Maintain designated storage and work areas
- Undertake laminating
- Assist in Resource Centre and Art areas

# JOB DESCRIPTION



- Assist in Administrative area, including the Front Office and the Early Learning Centre as directed.
- Undertake First Aid duties.
- Undertake yard duty supervision.
- Undertake tasks to support teachers in classrooms.
- Any other tasks as may be requested by the Principal.

## B. Person Specification

### 1. Skills & Abilities

- Demonstrated ability to manage your own time independently and effectively.
- Demonstrated ability to use initiative.
- Demonstrated ability to communicate effectively, both verbally and in writing.
- Demonstrated ability to work cooperatively with others.
- Demonstrated competency in the use of Microsoft Office Suite.
- Demonstrated ability to present positively and confidently at all times.

### 2. Essential Experience

- A demonstrated desire to work with young children.

### 3. Desirable Experience

- Work in a school/ preschool environment.

### 4. Desirable Qualification

- Basic Casualty Care, Senior First Aid Certificate, or the willingness to undertake same.
- Teaching qualification or Certificate III in Children's Services (or equivalent)
- Mandatory Notification trained.

Signed & Accepted by:		Dated:	
Employee Name:			
Signed by Deputy Principal:		Dated:	
Deputy Principal Name:			