

Education Support Officer

Education Support Officer - Curriculum

Job Specification

Summary and Purpose of Position and its Responsibilities

The role of the Education Support Officer (Curriculum) 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-6 classrooms and under the direction of a Teacher or Specialist Teacher. In addition, you may be requested by a Teacher to undertake tasks including preparation of teaching aids, maintaining general tidiness, clerical/receptionist duties, administering first aid and undertaking yard duty supervision.

Role Accountability and Working Relationships

This position is accountable directly to the Head of Inclusive Education.

Terms and Conditions of Employment

- This position is classified as an Education Support Officer (Curriculum) - Level 2.
- The position of Education Support Officer (Curriculum) is subject to the terms of the St Peter's Woodlands Grammar School Inc. Enterprise Agreement 2023.
- Full-time and Part-time position(s), working 40 weeks per year, with the days of the week and hours per day established by the School.
- Year level placement will be decided by the School, after consultation, to best support the needs of the students.
- ESOs - Curriculum will be involved with the Performance and Development and Professional Learning as set out in the respective School policies.

Role Description

Key Responsibilities / Duties

- Support individual children or groups under the direction of a Teacher (R-6) or Specialist Teacher. 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.
- Prepare learning aids.
- Maintain designated storage and work areas.
- Assist in Administrative areas, 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 or member of the Executive Leadership Team



Person Specification

Essential Skills and Abilities

- Demonstrated ability to manage your time independently and effectively.
- Demonstrated experience with positive behaviour support, children with learning disorders and experience working with children on the autism spectrum.
- 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.

Essential Experience

- A demonstrated desire to work with young children.

Desirable Experience

- Worked in a school/ preschool environment.
- Previous experience working with neurodiverse students

Essential Qualifications

- Teaching qualification or Certificate III in Children's Services (or equivalent)
- Mandatory Notification Certificate or the willingness to undertake the same
- Current WWCC Police clearance or the willingness to undertake the same
- First Aid Certificate or the willingness to undertake the same
- A willingness to contribute to the Christian ethos of the school

Signed & Accepted by		Dated	
Employee Name			
Signed by Line Manager		Dated	
Line Manager Name			

