



Position Description

Position Title:	Education Support Officer
Organisation:	Catholic Education Sandhurst Limited (CES Ltd)
School:	St Mary's School
Location:	Echuca
Enterprise Agreement:	Catholic Education Multi-Enterprise Agreement 2022
Classification:	Dependent upon experience
Remuneration:	Dependent upon experience
FTE:	
Status:	Casual
Reports to:	Principal, Deputy Principal, Senior Leader & Classroom Teachers

Our Organisation

Catholic Education Sandhurst (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 3 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.



The Chief Executive Director and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the authority that employs its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, well-being and inclusion of all children and young people, pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- Leadership encompasses vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in



the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

School Summary

St Mary's Echuca is a co-educational Catholic primary school of 600+ students from Years Prep to Year 6, founded by the Bridgidine sisters in 1887. St Mary's is situated in Echuca, in the northern part of Victoria along the banks of the Murray River. Our Catholic faith is central to all we do and we celebrate that we are, ***"A faith community, learning together, spreading the Good News of Jesus through positive relationships, trust and love."***

As a school community we strive to nurture specific graduate outcomes in all students in the hope that they embrace the world with the ability to respect, act with courage, be inclusive, strive to achieve, serve others and celebrate all that life gives them. St Mary's staff, families and students strive to make a difference for all.

Position Summary

The role of the Education Support Officer (ESO) is to provide support under the direction of a teacher or leader, to one child or more than one child who requires additional support, or to groups of students with similar needs across various teaching spaces in our school. Their work is focused on students in receipt of NCCD (Nationally



Consistent Collection of Data) funding and ensures learning and teaching are inclusive of all.

An ESO may provide support for a student's academic learning, behaviour program, physical care or social progress. their support time is timetabled to allow for fair and equitable access for all students and the direction for their support is provided in Personalised Learning Plans (PLPs).

Key Responsibilities

<p>Leadership</p>	<ul style="list-style-type: none"> - Assist in the transition of documents and end-of-year student handover - Actively and publicly promote and support St Mary's Echuca, its mission, vision and values - Participate in relevant professional development activities to ensure current skill, knowledge and understanding - Handle confidential information in an appropriate manner - Work collaboratively and professionally with staff and the wider St Mary's community - Adhere to Child Safe and Catholic Education Sandhurst Codes of Conduct - Maintain current registrations and certificates (eg WWCC, Mandatory Reporting, CPR and Anaphylaxis, disability standards etc)
<p>Student/Staff Support</p>	<ul style="list-style-type: none"> - Assist students on an individual or group basis in specific learning areas - Assist with the communication between students and teachers, particularly the interpretation of instructions - Participation in school activities to assist in creating a culturally inclusive environment - Provide basic physical and emotional care for students - Assist with toileting, meals, lifting and administration of medication to students requiring special care - Observe students and draw the attention of the teacher to them where necessary - Provide a child-safe environment in accordance with the child-safe standards - Provide routine support for teachers - Assist students in meeting the goals of their Personalised Learning Plan and maintain a record of intervention as per school procedures. - Adhere to Office Administration procedures. E.g.



	<ul style="list-style-type: none"> - Completing Leave Forms, etc. - Yard support duties alongside a registered teacher
Operations	<ul style="list-style-type: none"> - Administer First Aid to students - Set up and put away equipment and materials in support of teaching programs - Assist with the supervision of students in playgrounds, at camps, on excursions, in sporting activities, therapy activities and life skills - Assist in the preparation of student resources and equipment - Prepare basic curriculum support resources - Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement - Ensure work areas and materials, equipment and applications are maintained in a clean and ready-to-use condition - To undertake other duties and responsibilities within the dimensions of work level as requested by the Principal and School Leadership - Contribute to creating a safe workplace and adhere to Occupational Health and Safety policies, procedures and rules within the workplace - Work with CES Limited Staff and attend any professional development sessions as required
Events	<ul style="list-style-type: none"> - Participate in Student Support Group meetings when required

Carry out all other duties that are within the limits of the employee's skill, ability, competence, and training and aligned with the role's requirements as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work.



Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

All CES Ltd employees have a responsibility to take reasonable care of their health and safety along with the safety of others. It is expected that all employees comply with the policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.

All employees must report any hazards or any other health, safety, or well-being issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.

All employees who have a responsibility to supervise/lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, being aware of tasks being undertaken by employees and ensuring that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.

Depending on the role some employees will be required to provide evidence of successful completion of a First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance and Child Safety Legislation

CES Ltd is committed to creating and maintaining a child-safe school environment in which all Learners feel safe and are safe. They do this by promoting the safety, well-being, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd is committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.



Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> - Minimum qualification of Certificate III in Education Support or equivalent - Hold a Working with Children Check card and must be willing to undergo a National Police Record Check
	Knowledge and Experience	<ul style="list-style-type: none"> - A capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment - A capacity to provide support and/or attendant care to students where necessary - Understanding or other relevant professional development in relation to learning difficulties - Understanding of Disability Discrimination Act and Disability Standards for Education
	Commitment to Catholic Education	<ul style="list-style-type: none"> - A demonstrated understanding of the ethos of a Catholic school and its mission
	Commitment to Child Safety	<ul style="list-style-type: none"> - Possess an understanding of and commitment to the VRQA Child Safe Standards - Willing to undergo or provide a current and satisfactory working with children check
	Skills and Attributes	<ul style="list-style-type: none"> - Contribute to a team environment and work with teachers, parents and consultants - A capacity to form inclusive and supportive relationships with all members of the school - A personal approach which is caring, compassionate, patient, and respectful - An ability to apply problem-solving skills to adapt and be flexible with approach - Excellent oral and written communication and negotiation skills - High-level computer skills including a high degree of proficiency in the Microsoft Suite including Microsoft Word, Excel, PowerPoint, and Google applications. - Proven ability to maintain high levels of confidentiality while exercising judgment, sensitivity, and discretion.
Desirable		<ul style="list-style-type: none"> - Relevant experience working with young students with disabilities and specific learning needs



**St. Mary's
School**
ECHUCA



		<ul style="list-style-type: none">- A commitment to professional learning and growth
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