



## POSITION DESCRIPTION

<b>POSITION TITLE</b>	David Scott School - Education Support Officer
<b>DIVISION</b>	Community Programs
<b>DEPARTMENT</b>	David Scott School
<b>REPORTS TO</b>	Individual Learning Needs Coordinator

### ORGANISATIONAL PURPOSE

Our vision at the Brotherhood of St Laurence (BSL) is for an Australia free of poverty. Established during the Great Depression by Anglican activist Father Gerard Tucker, the contemporary BSL pursues systemic change for a fairer and more compassionate Australia where all people have a sense of belonging.

Our organisation employs over 1,500 staff and is supported by 1,000 volunteers. We partner with governments, business and other community organisations to address poverty in communities across the nation. Our staff are committed to providing our clients with a quality experience that is Safe, Effective, Connected and Personal – these are our Quality Goals of service.

Our work in the community is varied: ranging from early learning, employment preparation, social enterprises, aged care, programs for families, older people, refugees and asylum seekers as well as digital literacy programs. We research the causes and effects of poverty and advocate national, state and local policy solutions for people experiencing disadvantage.

BSL is committed to child, young people and vulnerable adult safety. We want all vulnerable people to be safe, happy and empowered. We support and respect all children and vulnerable adults, as well as our staff and volunteers. We are committed to the safety, participation, and empowerment of all our program participants. All successful candidates will undergo a robust screening process prior to employment. We provide our staff and volunteers with ongoing supervision, support and training in their work with vulnerable people.

### DIVISION AND DEPARTMENT PURPOSE

The David Scott School delivers an integrated education program to meet the literacy, numeracy and personal development needs of young people (aged 15-19) in the Frankston and Mornington Peninsula region who are unable to participate in mainstream schooling. The School delivers an innovative applied learning model informed by evidence about what works for re-engaging and maintaining young people in education, and in preparing them for the world of work and/or further study. The School also provides career pathways support as well as integrated well-being support for students facing barriers and challenges (family issues, substance abuse, health, housing, financial issues) to completing their education.

## **DAVID SCOTT SCHOOL CHILD SAFETY**

The School is a child safe employer and is committed to the welfare of young people and their protection. All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. All staff at David Scott School are expected to take an active role and are well informed of their obligations in relation to the school's Child Safety Program. The David Scott School's Child Safety Code of Conduct is incorporated in the staff employment cycle from recruitment and reference checking to induction, probation review processes and regular staff training.

Employment with David Scott School is subject to school policies including the Child Safety Policy, Child Safety Code of Conduct and Child Safety Statement as listed below.

### **Child Safety Statement: David Scott School**

- actively works to listen to and empower children
- has systems to protect children from abuse, and will take all allegations and concerns very seriously and responds to them consistently in line with the organisation's policies and procedures
- is committed to promoting physical, emotional and cultural safety for all children
- is committed to providing a safe environment for all children.

## **POSITION PURPOSE**

The Education Support Officer will contribute to the effectiveness of the learning program by assisting teachers with the day-to-day operation of the classroom. The Education Support Officer will support students when assisting with the implementation of the educational program. This support will assist young people to overcome educational barriers and strengthen their ability to achieve their potential.

The Education Support Officer position supports the educational services being provided to students. This may include but is not limited to literacy & numeracy intervention programs, class support in school electives, incursions, excursions and school activities. Supervision of students is an integral part of this position both individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with the teacher.

## **KEY RESPONSIBILITIES AND DUTIES**

### **1. Teamwork and Accountability**

- Work collaboratively within and across school teams to achieve common goals;
- Demonstrate a commitment to the Brotherhood's quality framework and culture by participating in and promoting quality actions through continual improvement activities;
- In collaboration with the manager, set goals and objectives to ensure individual, team and strategic outcomes are met;
- Model the Brotherhood values and adhere to the Code of Ethical Behaviour in everyday work practices;
- Maintain a safe work environment and ensure steps are taken to prevent unsafe work practices in accordance with Brotherhood policies and procedures;

## **2. Assist with Student Support**

- Assist Teachers with classroom engagement and provide support to teaching staff with curriculum development and delivery as required according to identified student need;
- Support students with identified learning barriers including cognitive, physical, sensory social and emotional and behavioural difficulties to engage in a range of learning activities both inside and outside the classroom;
- Assist students with specific instructional tasks and/or specific student goals for the purpose of accommodating their development and growth;
- Assist teaching staff in the preparation and adaptation of instructional materials for the purpose of providing activities and materials that facilitate student learning and performance;
- Assist with the communication between students, parents and teachers, utilising Compass student management system and various additional platforms as required;
- Assist with the supervision of students during break times, at camps, on excursions and any other educational activities as required;
- Assist in the preparation of student curriculum support resources and equipment, including modification of curriculum materials and NCCD documentation;
- Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement, including teacher/student/parent support group meetings as required;
- Effectively motivate, support and provide positive leadership to students, their families and colleagues;

## **3. Administration**

- Undertake all directed education related administration duties as required by the Individual Learning Needs Coordinator;
- Provide thorough and timely reports, data and information as requested by the Individual Learning Needs Coordinator, Principal or School Council;

## **4. Organisational Alignment**

The nature of work in the position requires:

- Demonstrated alignment to the values and ethos of the David Scott School and the Brotherhood of St Laurence;
- Demonstrated knowledge of and commitment to ensure the School is a Child Safe environment;
- Encouragement of continuous learning and development;
- Cultivation of an atmosphere of interdependence, collaboration and reciprocal communication across the school community;
- Being receptive to and supportive of change whilst setting and achieving high standards of accountability;
- Generation of innovative solutions in difficult or complex situations and a positive attitude in the face of difficult or challenging situations

## **5. General**

- Work within all privacy and confidentiality policies and legislation whilst adhering to mandatory reporting requirements in an educational setting;
- Participate in relevant Professional Learning that relates to student(s) specific learning disabilities and continuous improvement of individual and school practice;

## **6. Multi-Skilling**

- The incumbent may be directed to carry out such duties as are within the level of the position and scope of the incumbent's competence and training as directed by the Individual Learning Needs Coordinator.
- It is acknowledged that the Position Description as stated above is an outline and guide to the duties of the professional activities needed to undertake the position successfully. I understand that a review of the position description may occur, and it may be amended from time to time as organisational needs change. Changes to the position description will be consistent with the purpose for which the position was established.

## **KEY SELECTION CRITERIA**

### **Essential**

- Minimum qualification - Certificate or Diploma of Education Support;
- Demonstrated understanding of the principles of educational instruction and the ability to apply these to the individual learning needs of a student;
- Demonstrated understanding of the educational needs of students including the capacity to support school improvement and curriculum initiatives, with a focus on the development of numeracy and literacy;
- Demonstrated experience and ability to engage and work positively with vulnerable and/or challenging young people using a strengths-based approach;
- Ability to interpret and apply Individual Learning Plans (ILPs).
- Well-developed organisational and time management skills with the ability to plan workload, prioritise and meet deadlines;
- Demonstrated resilience and ability to adapt to changing environments;

### **Desirable**

- Relevant tertiary qualifications in education including special needs education;
- Understanding of and experience with the specific learning needs of students with disabilities including awareness of NCCD;
- Current Victorian Driver's License;

### **Personal Qualities:**

- A commitment to maintaining and supporting child safety, equity, inclusion and cultural safety. You will be required to abide by the Child & Adult Safeguarding Policy and the Code of Conduct as well as all related child safe policies and procedures
- Understanding of and empathy with the values and ideals of the Brotherhood of St Laurence

### **Qualifications/other:**

- Certificate or Diploma of Education Support;

## **MANDATORY EMPLOYMENT CRITERIA**

- A Working with Children Check is required for this position. The Brotherhood will facilitate this process.
- In accordance with Victorian Government Health Directions, COVID-19 Mandatory Vaccination Directions, proof of full COVID-19 vaccination is a requirement of employment and must be provided prior to commencing.
- Due to closure of the school during school holiday periods, there is a requirement to access purchased leave;
- Some work-related travel and out of hours work may be required;
- Proof of eligibility to work in Australia is required;
- A satisfactory Police Check is required. The Brotherhood will facilitate this process;