



# CHRISTIAN COLLEGE

GEELONG

Applications are invited for the following position at a fine independent College in Geelong renowned for excellence and Christian values.

## **INTEGRATION AIDE**

This new, funded position has become available at one of the College campuses for a suitably qualified Education Support Officer-Integration Aide.

This is a limited tenure position commencing 03/02/14 - 05/12/14 and is part-time with hours yet to be determined.

**Applications should be forwarded to:**

Director of Learning Support Services  
18 Burdekin Rd, Highton Vic 3216  
[ro.smith@ccg.vic.edu.au](mailto:ro.smith@ccg.vic.edu.au)

**CLOSING DATE: Friday, 31<sup>st</sup> January 2014**



**CHRISTIAN  
COLLEGE**  
G E E L O N G

## **CHRISTIAN COLLEGE GEELONG**

### **Education Support Officer – Integration Aide**

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#### **Purpose Statement**

To faithfully serve and support all students, parents and staff of the Christian College community. This is to be achieved through the positive use of skills and talents to achieve the administrative outcomes required and expected by the Christian College community. This act of service is a reflection of the servant nature of Jesus as it is observed in his compassion and care of all people.

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#### **Expectations of Duties**

- Assists teaching staff in the preparation and adaptation of instructional materials for the purpose of providing activities and materials that facilitate student learning and performance
  - Assists students by using behavioural strategies, positive reinforcements, social stories, peer facilitation and peer training for the purpose of teaching appropriate social behaviours in accordance with students' social and behavioural learning goals
  - Assists students on an individual basis, with specific instructional tasks and/or specific student goals for the purpose of accommodating their development and growth
  - Assists students with adaptive and other self-care needs as required for the purpose of maximizing their independence and assimilation within the school environment
  - Communicates with teachers and other members of the instructional team regarding assigned students' daily progress for the purpose of assessing students' progress
  - Gathers, compiles and prepares data of observations of student performance in academic and school activities for the purpose of monitoring and reporting progress with identified goals
  - Implements and models alternative communication strategies with students (eg uses of assistive devices) for the purpose of teaching students to effectively communicate
  - Participates in training for the purpose of learning new skills relevant to working with students with disabilities and/or peers
  - Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit
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## **Behaviours**

The behaviours required of you whenever you are on duty representing Christian College whether on or off campus can best be summarised as *“treating others as you would like them to treat you”*.

Examples of this behavioural philosophy include, but are not limited to:

- act with integrity at all times
  - be open and honest in all communication – students and staff
  - respond promptly to communications
  - show respect to all students and staff
  - embrace change
  - act with professionalism ensuring that personal goals are in line with the College vision and strategies
  - have a good working knowledge of all the policies and procedures
  - be a self-starter, show initiative
  - strive for excellence, take pride in what you do
  - be accountable and responsible
  - be punctual
  - offer ideas for improvement
  - offer and receive feedback
  - be active in managing hazards and safety risk
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## **Qualifications**

- Certificate or Diploma Level qualification in Education Support-Integration Aide/Teacher Aide
  - Current Working with Children Card
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## **Organisational Relationships**

- Reports on a daily basis to Campus Learning Support Services Co-ordinator
  - Leadership by the Director of Teaching & Learning – Learning Support Services and relevant Head of Campus
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## **General Conditions of Employment**

This position is employed under the conditions details in the Educational Services (Schools) General Staff Award 2010/School Administration Services. A copy of this Award is provided at [www.fwa.gov.au](http://www.fwa.gov.au).

The position is a part-time contractual position with hours of work determined by student numbers and ongoing Government funding.