



Quality Services P/L

POSITION DESCRIPTION: **Integration Support - Butterfield House**

Purpose Statement

To faithfully serve and support all students, parents and staff of the Butterfield House and Christian College community. This is to be achieved through the positive use of skills and talents to achieve the 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.

Key Objective:

The key aspect of this role is to support our centre to fulfill its policy objectives of inclusive practice.

Duties may include:

- assisting the Early Years team in the preparation and adaptation of materials for the purpose of providing activities and opportunities that support inclusive practice
- assisting students by using behavioural strategies, positive reinforcements, social stories, peer facilitation and that support social, behavioural and learning goals and inclusive practice as developed in collaboration with case workers, family and educators
- assisting students on an individual basis, with specific instructional tasks and/or specific student goals for the purpose of accommodating their development and growth
- assisting students with adaptive and other self-care needs as required for the purpose of maximizing their independence and participation in the Early Years environment
- gathering and sharing observations of student for the purpose of monitoring progress with identified goals
- participating in training for the purpose of learning new skills relevant to working with students with disabilities and/or peers
- performing other related duties as assigned that support the efficient and effective functioning of the wider group and the team

Interpersonal Relationships

Christian College, Early Years Integration Support Workers, communicate with students, their teaching and non-teaching colleagues in a clear, respectful and professional way, thus providing a role model which demonstrates inclusive practice. They demonstrate and respect the Christian ethos of the College through their daily interaction with others.

They;

- communicate clearly and appropriately
- establish rapport with students
- motivate students
- accommodate individual differences in learning and developmental stages
- encourage student engagement across all learning opportunities
- maintain professional confidentiality on information about students while sharing relevant information with their team
- establish effective and cooperative working relationships with teaching and non-teaching colleagues and work as a member of a team

Behaviours

The behaviours required of you whenever you are on duty representing Christian College Early Years, 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, staff and parents
- respond promptly to communications
- show respect to all students, staff and parents
- 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 centre 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 risks associated in performing daily tasks

Expectations of Skills

- Working with Children Check
- good relational skills with children, educators and families
- able to adapt practice according to the needs of the children
- confidentiality
- minimum of Cert 3 in Children's Services or equivalent

Organisational Relationships

- for direction within team and educational functions, reports to room leader
- for all personnel issues, reports to centre Director

General Conditions of Employment

This position is facilitated through the Inclusion Support Program and is funded by the Australian Government Department of Education and Training.

The position is allocated on a casual basis at an hourly rate of \$23.00

A brief overview of the ISP can be accessed via this link <https://vimeo.com/250050675>

Please Note:

Christian College is an organization committed to child safety. We have a zero tolerance approach to child abuse. Our robust human resources, recruitment practices and vetting processes are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out all the 'Working with Children', 'Police Records' and 'Reference' checks we consider necessary to ensure that we are recruiting and employing people of the finest character.