



## POSITION DESCRIPTION: Educational Support Officer

### 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.

### 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 use 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

## Interpersonal Relationships

Christian College Education Support Officers communicate with students, their teaching and non-teaching colleagues in a clear, respectful and professional way, thus providing a role model which assists in every student's development. They demonstrate and respect the Christian ethos of the College through their daily interaction with others. They;

- attend daily devotions to share fellowship with colleagues and students when they commence work in Period One
- communicate clearly and appropriately
- establish rapport with students
- motivate students
- accommodate individual differences in learning rates and styles
- encourage student participation in all aspects of the learning process
- maintain professional confidentiality on information about students while sharing relevant information with their teaching colleagues
- 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 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 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 and children and teachers
- able to adapt curriculum to the needs of the children
- confidentiality

**Organisational Relationships**

- reports to the Director of Teaching & Learning – Learning Support Services
- for educational functions reports to the Head of Campus

**General Conditions of Employment**

The position is employed under the conditions detailed in the Educational Services (Schools) General Staff Award 2010/Classroom Support Services. A copy of this Award is provided on the website [www.fairwork.gov.au](http://www.fairwork.gov.au).

**Please Note:**

Christian College Geelong 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.