ST MARY'S COLLEGE
EST. 1869

Position Information Document

Curriculum Education Support Officer (ESO)

Position Details

Role Title:	Curriculum Education Support Officer (ESO)
Directly Responsible to:	Director of Personalised Learning and ultimately to the Principal
Classification:	Grade 3, Subclassification: Curriculum Stream *Refer to SA Catholic Schools Enterprise Agreement 2020, Appendix E: Classification – Education Support Officers.*
Weeks per year:	40 weeks
Conditions of Employment:	All employment conditions are governed by the SA Catholic Schools Enterprise Agreement 2020 as amended or replaced ("Enterprise Agreement")

Role Description

The Curriculum Education Support Officer (ESO) will provide in classroom, one to one and small group learning support to their allocated learning area or year level. They will work closely with the Learning Area teachers and Director of Personalised Learning to contribute to the learning outcomes of the students.

Key Working Relationships

Working closely with the following:

- Principal
- Deputy Principal: Learning, Practice and Achievement
- Deputy Principal: Community, Wellbeing and Engagement
- Director of Personalised Learning.
- Sub School Directors
- Social Work Team
- Learning Area Teaching Team

Team Leader: Director of Personalised Learning

The College Principal is responsible for the general employment conditions of all staff.

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Key Responsibilities

- Provide Tier 2 or 3 intervention through facilitating small group programs, such as MiniLit and/or MacqLit, and work with students one-to-one.
- Assist student learning, where some discretion and judgement is involved, including evaluation and assessment under the supervision of a teacher or coordinator, of the learning needs of students.
- Carry out a wide variety of tasks associated with classroom learning experiences (e.g. assisting teachers in preparing, implementing and supervising learning programs)
- Apply personal knowledge and initiative to suggest modifications to educational programs to meet the learning needs of specific students, subject to approval of the teacher
- Supervise and care for students with formally identified special needs and others, as required.
- Demonstrate practical activities within a variety of routines, methods and experiences under supervision of teachers where discretion and judgement are required.
- Participation in the monitoring and evaluation of programs and student involvement
- Provide yard duty support for teachers in accordance with school procedures
- Maintain a record of support/assistance for students with special needs on SEQTA
- Provide specialist advice, under the supervision of teachers or coordinators, to students in relation to handling and the use of materials and equipment e.g. photography, science experiments, video and audio recording and document preparation on computers
- In consultation with staff, undertake specialist instruction to students in specific learning areas e.g. Music, Languages, Drama, Food Technology, Design, Art, ICT, PE.
- Participate in professional development, staff meetings, review meetings, as required
- Perform any other reasonable duties as required from time to time by the Principal, and/or Director of Personalised Learning

Key Outcomes

- Students demonstrate measurable growth in learning through high-quality, evidence-informed teaching and assessment practices.
- Safe, inclusive and engaging learning environments are established where every student feels known, valued and supported.
- Differentiated learning programs enable all students to access, engage with and succeed in the curriculum.
- Student wellbeing, self-regulation and positive relationships are strengthened through restorative and trauma-aware practices.
- Student achievement and wellbeing data inform planning, intervention and continuous improvement.
- Positive partnerships with families enhance student learning, engagement and wellbeing.
- Students develop confidence, agency and responsibility as learners through meaningful opportunities for voice, choice and reflection.

- The Catholic and Dominican identity, mission and values of St Mary's College are actively promoted and reflected in classroom practice.

All staff members at St Mary's College will:

- Actively support and contribute to the Catholic identity and Dominican ethos of St Mary's College.
- Interact with colleagues, students and parents in a positive, respectful and restorative manner, utilising a high level of emotional resilience and conflict management strategies.
- Act professionally, ethically and with integrity.
- Show high level awareness of what is required to protect the safety and wellbeing of the children and young people in our care.
- Contribute to community development and wellbeing through engagement with staff formation and community events.
- Demonstrate a high level of confidentiality, autonomy and initiative within the scope of their role.
- Possess highly developed organisational and planning skills.
- Model a high standard for students with regards to personal presentation and professionalism.
- Understand and adhere at all times to all relevant legislative, College, CESA and DEA Policies and Procedures.
- Utilise the College communication avenues for all correspondence with students and families, adhering to the communication guidelines in the Staff Handbook.
- Complete all administrative tasks as required or directed, including but not limited to record keeping, surveys, distribution of materials, supervisory responsibilities and duty of care provision.
- Attend professional learning, parent evenings, learning reviews and other co-curricular activities in accordance with the Enterprise Agreement (2020) (as amended or replaced).
- Demonstrate commitment to ongoing development as a learner and reflective practitioner through engagement with the College performance and development process.
- Complete any other duties as directed by the Principal.
- Demonstrate the ability to work under pressure whilst maintaining a sense of perspective, collegiality and humour.

Selection Criteria

Qualifications and Licenses

All employees must ensure that they are fully compliant with, and take personal responsibility to maintain and complete, their:

- Holds a certificate 4 or demonstrate equivalent competencies in Teaching or be studying towards a teaching degree or related field
- Qualifications in, and knowledge of, the Keeping Safe: Child Protection Curriculum where applicable.

- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines (i.e., DHS Working with Children Check).
- First Aid Certificate (HLTAID012 - Provide First Aid in Education and Care Setting)
- RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect - Education and Care) Certificate or Child Safe Environments Certificate
- SALT Compliance Training and WHS modules, as issued by the Catholic Education Office, as required.

Knowledge, Skills and Experience

- Training and/or experience in working on classroom-based work with students, individually or in a small group situation
- Ability to work effectively and flexibly in a team situation
- Is capable of building positive working relationships with staff, parents, students and members of organisations affiliated with the college
- Be able to use initiative and work autonomously
- Ability to relate to others with sensitivity, empathy and diplomacy
- Ability to work with students who have learning needs using a variety of strategies to facilitate a student's active engagement and participation in the learning process
- Capable of recognising a student's behavioural/emotional status and be able to respond accordingly
- Ability to use Information and Communication Technology to enhance and support student learning
- Ability to use discretion and maintain confidentiality
- Ability to work independently and as part of a team.
- An energetic and flexible approach to teaching that complements our vibrant and contemporary learning environment
- Ability to cater to different learning styles and adjust learning activities according to student needs.
- Willingness to be flexible in working hours, including on some occasions, afterhours work.

Work Health & Safety (WHS) Role

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- Take reasonable care for your own health and safety.
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 WHS Act 2012)

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Conditions of Employment

The salary and entitlements are consistent with those outlined in the Enterprise Agreement (2020).

The employee must undertake performance review on an annual basis in accordance with the terms and conditions of the Enterprise Agreement (2020).

Acknowledgement

No Position Information Document can capture the complexity of tasks within a school. Therefore, this Position Information Document should not be seen as limiting and some flexibility is required when applying this position description. There will be other tasks, not described above, that may be assigned to this position from time to time by the College Leadership Team.

The College reserves the right to review, update, and amend this Position Information Document at any time.

In alignment with the College's ongoing strategic growth and development, all responsibilities outlined in Position Information Documents may be adjusted to reflect the changing needs of the College and to support its continued improvement and strategic direction.

St Mary's College is committed to continuous improvement, and all roles within the College play an integral part in its development.

As roles naturally evolve, the College is committed to regularly reviewing and updating Position Information Documents to ensure they accurately reflect each employee's contribution.