

## Education Support Officer

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria.

We are seeking an experienced and talented **Education Support Officer** to join the Huntingtower Learning Enrichment Department.

The successful candidate will be instrumental in enhancing the learning experience for all students, especially those with diverse learning needs. By closely collaborating with classroom teachers, they will guide and encourage students in their learning. Actions and interactions are grounded in our core learning principles and the successful candidate will bring empathy, patience and strong teamwork to create an inclusive and nurturing environment for all learners.

### Key Responsibilities

- Work collaboratively with subject teachers and Learning Enrichment staff to support student learning goals
- Provide individualised or group assistance to students across various learning areas
- Assist in the implementation of Individual Education Plans (IEPs) and monitor student progress
- Support students' social and academic development throughout the school day fostering a nurturing environment.
- Assist students in using adaptive technologies and augmentative communication methods.
- Participate in student review meetings and provide feedback to stakeholders on student progress
- Supervise special provisions for assessments, including scribing, assistive technologies and extra time
- Liaise with staff to ensure a holistic approach to student support
- Uphold the school's Child Safety standards and policies, ensuring a secure environment for all students.
- Actively support the school's values and vision, contributing to a positive community
- Encourage inclusive practices and promote student independence.

### Qualifications and Experience

- Relevant qualifications in Education or Special Education/Learning Intervention.
- Previous experience in a similar role, preferably within a school environment.
- Strong computer skills, including experience with Microsoft Office Suite
- Excellent communication and interpersonal skills with the ability to work well under pressure
- Demonstrate a strong commitment to promoting child safety, inclusivity, and wellbeing, ensuring a supportive and secure environment where all students feel valued, respected and protected

Our people are the backbone of our enviable community and culture, and together produce high quality teaching and learning experiences for our students. We offer a range of general and role specific benefits in recognition of the ongoing valuable contributions our staff make.

**This is a fixed-term, 12-month full-time position commencing in January 2025**, with the potential to become ongoing, subject to review and school requirements.

A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment at Huntingtower.

Information about the School can be found on our [website](#) and the position description is available below.

If you are a vibrant, warm, supportive, and professional person who would like to become involved in a caring environment, please submit your application via the [Huntingtower website](#) by **Friday 8 November 2024** together with the names, addresses and telephone numbers of three referees.

**We will shortlist and interview high quality applications as they are received, and we strongly encourage interested candidates to submit their application as soon as possible.** The School reserves the right to make an appointment at any stage of the recruitment process, including prior to the closing date for applications. We thank you for your understanding.

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people.

Huntingtower is committed to upholding Victoria's Child Safe standards and has a zero tolerance of child abuse. All interested applicants will be required to familiarise themselves with Huntingtower's Child Safety Policies and Codes of Conduct located on the Huntingtower [website](#). Candidates must demonstrate an understanding of appropriate behaviours when engaging with children.

The school undertakes several screening processes to protect children and young people appropriately in its care. This includes reference checks, identity checks, qualification checks and professional registration checks.

Huntingtower embraces non-discriminatory recruitment by providing equal employment opportunity to all and maintains strict privacy and confidentiality regarding your application. We welcome applications from people of all backgrounds, including Aboriginal and Torres Strait Islander people.

# Position Description

## Education Support Officer

### Nature of Role

The Education Support Officer plays a vital role in supporting the School's mission, vision, and values by working collaboratively with Learning Enrichment teachers, subject teachers, mentors, students and parents to meet diverse learning needs. They assist individual students or small groups in accessing the curriculum, with a focus on supporting those with learning difficulties, ensuring inclusive and equitable learning experiences. Demonstrating empathy, patience and strong teamwork, the Education Support Officer helps create a warm, supportive, and nurturing environment. Reporting to the Head of Wellbeing and working under the direction of Learning Enrichment and classroom teachers, they are dedicated to helping students achieve their full potential.

### Main Responsibilities and Duties

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role;

- Working in partnership with subject teachers, under their direction, to support student learning goals as identified in the Individual Education Plan (IEP), where this does not require professional training;
- Attending to the care of the students, supporting their organisation skills, preparedness for class and access to the curriculum;
- Working with students in the class setting, providing 1:1 or small group instructional support, or assisting with modifying the curriculum where necessary under the guidance of subject teachers and/or the Learning Enrichment Teacher;
- Working with students to enable them to use specialised augmentative communication and adaptive technology to enhance student access to the curriculum;
- Providing support for a student's academic learning, behaviour program, physical care, or social progress throughout the entirety of a school day, including class and recess times;
- Communicating with the subject teachers, giving feedback on student's performance of tasks, work habits, behaviour and social interactions;
- Assisting with the identification of student needs, skills and problems as they arise, and the evaluation of their progress, keeping the Learning Enrichment Teacher informed at all times;
- Assist in the reporting process as deemed appropriate for the students
- Curriculum support in the classroom as directed
- Ensure the students have access to the curriculum to the best of their ability
- Facilitating social interaction and promoting independence with the students
- Liaise with Learning Enrichment staff and Teachers to ensure students are given every opportunity to achieve success
- Undertaking various administrative duties, including;
  - monitoring students' progress and supporting the implementation of Individual Education Plans;
  - compiling notes on students' learning progress and wellbeing;
  - logging evidence of adjustments provided to the student in relation to the Nationally Consistent Collection of Data (NCCD) requirements;
- Supervising special provisions arrangements as required. This involves providing support in assessment tasks and examination conduct, including:
  - scribing;
  - supervision of extra time and rest breaks;
  - use of assistive technologies
- Other duties, as appropriate to the position and assigned by Head of Wellbeing and key members of staff

### Service Excellence and Customer Relationship Management

- Deliver accurate and effective communications to students, staff and parents
- Work well under pressure and prioritise tasks within deadlines
- Ability to build positive relationships, negotiate and problem solve
- Demonstrate a professional, helpful and friendly attitude
- Build and maintain a respectful and professional relationship with all stakeholders
- Ability to handle confidential information with integrity
- Willingness to work collaboratively as part of a team
- Display a high level of communication and interpersonal skills when relating to students, parents and work colleagues
- A firm belief in, and commitment to the mission, vision and core values of the School with an ability to articulate and promote these values

### **Position Requirements**

- Appropriate educational qualifications, with Special Education/Learning Intervention qualifications, or similar, considered an advantage
- Demonstrated ability to work with Learning Enrichment Staff and the Subject Teachers in a professional manner
- Demonstrated ability to draw the best out of students and to appreciate individual differences, behaviour and learning styles.
- Ability to take the initiative on an appropriate level
- Previous experience in a similar role
- Experienced in Microsoft Office Suite, with good spelling and grammatical skills
- Excellent attention to detail
- Methodical and clear thinking
- Good time-management skills
- Demonstrated strong database and computer competency
- Experience at using Synergetic
- Experience at working within a School environment
- Will not be required to be in attendance in non-term time
- Hold a First Aid (HLTAID011) and Anaphylaxis qualification or be prepared to complete both qualifications
- A current employment Working with Children Check (E) and a Criminal Record Check is a requirement of employment
- A positive history of working with children, and experience in child-related work
- A strong belief in child safety and protection, and a willingness to be actively engaged in the School's child safe culture

### **Flexibility**

- This position description is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties the employer may assign to you, having regard to your skills, training and experience
- The post holder is required to be flexible in developing their role in agreement with the Director of Business Operations

### **Key Relationships**

Liases with:

- Head of Wellbeing – Reports to
- Director of Business Operations
- Learning Enrichment team
- Staff
- Students
- Parents

## Health and Safety

- Demonstrating full awareness of work health and safety issues and procedures, complying with these and taking responsibility for one's own health and safety
- Promote and support student, staff and visitor safety and well-being, anticipating and responding accordingly to potential threats
- Being familiar with emergency procedures and being ready to implement them if necessary

## Commitment to Child Safety

Huntingtower is a child safe employer and is committed to providing a child safe culture that ensures the care, protection and safety of all children and young people. Huntingtower's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out identity, qualification, professional registration and reference checks to ensure that we are recruiting the right people.

All staff are committed to protecting students from abuse or harm in the school environment in accordance with their legal obligations, including child safe standards. The School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, *Child Safety Code of Conduct* and the *Staff Code of Conduct* is available via the Staff Portal. The following responsibilities are expected of all roles within the School.

All staff are expected to:

- Be familiar with the content of the School's Child Protection Program, including the *Child Safety and Wellbeing Policy*, the *Child Safety Code of Conduct*, the *Staff Code of Conduct* and with their legal obligations with respect to the reporting of child abuse
- Be responsible for understanding and applying the School's child safety policies and procedures, including identifying and addressing risks, identifying child abuse indicators, management of disclosures, reporting including mandatory reporting, and complying with the *Child Safety Code of Conduct* and *Staff Code of Conduct* and related policies governing staff-student relationships
- Take all practicable measures to protect students where a risk to their safety has been identified, where students are under their care
- Be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the School's Child Protection Officers and/or with external agencies where required
- Be aware of students with whom you will have direct contact, in addressing child protection disclosures and needs of Aboriginal/Torres Strait Islander, those from a culturally and linguistically diverse backgrounds, international students, students with disabilities, those unable to live at home, children and young people who identify as LGBTIQ+ and other students experiencing risk or vulnerability
- Promote respectful relationships between students and adults, and between students and their peers. These relationships are based on respect, honesty, kindness, trust and empathy
- Commit to providing an environment where students are safe and feel safe, where their participation is valued, their views respected and their voices are heard about decisions that affect their lives
- Comply with the *Child Safety and Wellbeing Policy*, and act in accordance with the *Child Safety Code of Conduct* and *Staff Code of Conduct*