



Position Description

Year Level: P-6

St Joseph's Primary School is seeking applications for an Education Support Officer to fulfil a range of duties. The successful applicant will be offered a position as a Category B School Officer (receiving school holidays). Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2018. The position is for 28.32 hours per week to be worked over 5 days. The successful applicant will report directly to the Principal. Applicants must demonstrate a commitment to Catholic Education and the mission of the Catholic Church. Applicants must also demonstrate a commitment to upholding all Child Safety Standards

Key Selection Criteria

- ⌘ a strong commitment to Catholic Education.
- ⌘ excellent interpersonal and communication skills, particularly with children
- ⌘ capable of working under supervision and independently
- ⌘ capable of maintaining confidentiality
- ⌘ current National Police and Working With Children Checks
- ⌘ specific knowledge and experience in working with primary school students

Duties include

- ⌘ supporting the classroom teacher to provide optimum learning for students with a variety of learning disorders or disabilities
- ⌘ assisting students in all aspects of social, emotional and physical development
- ⌘ consulting with teachers in preparation of PLPs, student reports and maintain appropriate records of support programs
- ⌘ sourcing and adapting learning materials to meet the needs of the student, in consultation with teachers
- ⌘ assisting with student supervision in the classroom and on excursions
- ⌘ participating in PSG (Program Support Group) meetings
- ⌘ communicating effectively with teachers, parents and students
- ⌘ ensuring positive and effective interactions with students, their families and teachers.



St Joseph's School

1-3 Bridge Street
Korumburra 3950

Phone: 5655 2040

E-mail: principal@sjkorumburra.catholic.edu.au

Special Requirements

Qualifications and Experience Required:

- Ⓢ Integration Aide Certificate or Education Support Certificate III or IV (preferred)
Previous primary school experience in this role
- Ⓢ Working with Children Check
- Ⓢ National Police Check

Remuneration:

Category B Education Support Officer Level 2.

Tenure:

Ongoing commencing Wednesday 27th January 2021.

Hours of Work:

Monday-Friday 8.55am-3.20pm