

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Nhulunbuy Primary School
<b>Job Title</b>	English as Second Language Student Support Officer	<b>Designation</b>	Administrative Officer 3 96%
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed for 12 Months
<b>Salary</b>	\$57,358 - \$61,903	<b>Location</b>	Nhulunbuy
<b>Position Number</b>	40463 <b>RTF</b> 153883	<b>Closing</b>	18/11/2018
<b>Contact</b>	Rachel Blundell on 08 8987 0022 or <a href="mailto:rachel.blundell@ntschoools.net">rachel.blundell@ntschoools.net</a>		
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au/">http://www.education.nt.gov.au/</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: <a href="#">click here</a>		
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: <a href="#">click here</a>		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=153883">https://jobs.nt.gov.au/Home/JobDetails?rtfId=153883</a>		

### **Primary Objective:**

Provide sound, efficient and effective educational support to students on a day to day basis using targeted programs and resources for English as Second Language (ESL) students, under the direction of the ESL teacher.

### **Context Statement:**

Nhulunbuy Primary School provides a quality educational program for pre-primary and primary aged students in and around Nhulunbuy. One third of the students attending Nhulunbuy Primary School identify as English as Second Language Learners, so students require clear and targeted approaches to support their learning needs.

### **Key Duties and Responsibilities:**

1. Prepare, plan and deliver structured lessons under the guidance of the ESL teacher.
2. Assess programs using evidence to make suggestions regarding student placement and progress.
3. Maintain effective behaviour management with limited supervision, making alternative arrangements to the program when required and alerting the teacher when this occurs.
4. Be able to draw upon formal training strategies and knowledge when delivering educational programs.
5. Maintain and promote positive parent/school interactions and events in a culturally sensitive manner
6. Provide first aid skills during educational excursions
7. Be flexible in planning and contribute to the delivery of educational outcomes in an ESL context

### **Selection Criteria:**

#### **Essential:**

1. Experience working in a school environment and the ability to apply school procedures and general policies
2. Knowledge and experience working with children in an educational or supportive environment
3. Ability to work independently and as part of a team to ensure positive outcomes for students.
4. Cultural knowledge of the wider community and how this may impact on student engagement
5. Knowledge and experience of literacy and numeracy programs and strategies that support learners
6. A current Light Rigid (LR) bus licence or the ability to obtain.

#### **Desirable:**

1. Working knowledge of NT Education procedures and processes
2. Direct Instruction training

### **Further Information:**

1. A current Working with Children Card and current First Aid Certificate or ability to obtain.

**Approved: October 2018**

**Tracy Hammill, Principal**