**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Nhulunbuy High School |
| **Job Title** | Special Education Support Officer | | | **Designation** | Administrative Officer 4 96% |
| **Job Type** | Full Time | | | **Duration** | Fixed from 28/01/2020 to 26/06/2020 |
| **Salary** | $66,583 - $76,435 | | | **Location** | Nhulunbuy |
| **Position Number** | 30728 | **RTF** | 179484 | **Closing** | 08/12/2019 |
| **Contact** | Kim O’Brien, Business Manager on 08 8987 0844 or [kim.obrien@ntschools.net](mailto:kim.obrien@ntschools.net) | | | | |
| **Agency Information** | <https://education.nt.gov.au/> | | | | |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached resume/cv** For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Information about Selected Applicant’s Merit** | If you are selected and 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: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) | | | | |
| **Inclusion & Diversity** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. | | | | |
| **Special Measures** | Under an approved **Special Measures** recruitment plan, Aboriginal and Torres Strait Islander 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. | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=179484> | | | | |

**Primary Objective:** To assist teachers in implementing educational programs set by teachers or therapists for students aged 12 - 18 years who have severe intellectual and/or multiple and profound disabilities and provide feedback to teachers to allow program modification and accurate assessments to be made.

**Context Statement:** Nhulunbuy High School is a comprehensive and inclusive secondary school and Registered Training Organisation (RTO) that caters for students in years 7 to 12, with a current student population of 324, of whom approximately 36% are indigenous. The school includes a special education annexe, a maritime training facility and a 40-bed boarding facility for indigenous students from remote communities across Arnhem Land, and the Clontarf and Stars program for support. Through the Australian Curriculum, we provide pathways for students to achieve the NTCET, including an ATAR for university, or further training and employment through a VET qualification. The school has approximately 60 employees which includes teachers, administration and support staff.

**Key Duties and Responsibilities:**

1. Implement educational programs set by teachers or therapists either in a school setting or out in community venues.
2. Follow and implement behaviour management programs set by teachers and senior staff.
3. Maintain appropriate records for teachers to monitor the effectiveness of programs.
4. Administer first aid and attend to sick students as necessary.
5. Assist teachers with the preparation and presentation of classroom organisation, activities and teaching aids.
6. As a team member, plan, prepare and be involved in a range of activities such as school camps, excursions or school concerts.
7. Drive the school buses to enable educational programs to be delivered out in community settings.
8. Any other duties as directed by the Principal

**Selection Criteria**

**Essential:**

1. Demonstrated successful experience working with and ability to relate effectively with children or young adults who have severe intellectual and/or multiple and profound disabilities in a school setting including any demonstrated knowledge of augmentative communication strategies.
2. Proven ability to work successfully as a team member.
3. Proven good level of oral, digital and written communication skills.
4. Current NT Working with Children Clearance Notice and Apply first aid qualifications.
5. Demonstrated ability to work with initiative and with limited supervision and to maintain complete confidentiality.
6. An ability to interact effectively with people from diverse cultures.

**Further Information:**

No accommodation available with this position.

**Approved: November 2019 Principal: Sabina Smith**