

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Gillen Primary School	
Job Title	Special Needs Support Officer		Designation	Administrative Officer 3 96%	
Job Type	Full Time		Duration	Ongoing	
Salary	\$58,792 - \$63,450		Location	Alice Springs	
Position Number	8300	RTF	173579	Closing	17/09/2019
Contact	Donna O'Brien, Principal Gillen Primary school on 08 8955 2155 or donna.obrien@ntschoools.net				
Agency Information	www.education.nt.gov.au/				
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached detailed resume/cv. For further information for applicants and example applications: click here				
Information about Selected Applicant's Merit	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: click here				
Special Measures	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved Special Measures 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: click here				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=173579				

Primary Objective: Special Needs Support Officer provides assistance to the Special Education teacher and students of Gillen Primary School and in particular, those students who have specific learning difficulties and/or behavioural problems.

Context Statement: Gillen Primary School is an urban primary school situated in Alice Springs. The school has an enrolment of approximately 250 students including preschool. Approximately 70% of the students are Indigenous. The school implements the School Wide Positive Behaviour Support approach to create a calm, predictable and safe learning environment. A number of literacy interventions are used to meet the needs of identified students.

Key Duties and Responsibilities:

1. Assist Special Education Teacher in development and recording of Education Adjustment Plans (EAPs), Individual Behaviour Plans (IBP's) and Student Support Plans to support learning needs, including co-ordinating and attending case conferences.
2. Contribute to programming, recording and collection of data for report preparation in order to assist with effective communication and processing of information.
3. Support the leadership team in creating a safe, calm and predictable learning environment.
4. Play an integral role in supervising students in both one-on-one and group instruction, including involvement in yard duty and community based programs, to help achieve an effective learning environment and for the wellbeing of students.
5. Assist with personal hygiene and first aid as necessary to ensure the wellbeing of students.

Selection Criteria

Essential:

1. Demonstrated ability to work effectively and independently with students, including students with special needs and challenging behaviours, in a cross-cultural environment.
2. Demonstrated ability to work with limited supervision, displaying initiative and flexible team skills.
3. Demonstrated interpersonal and communication skills across all sectors of the school community.
4. Demonstrated ability to use technology and software packages and the ability to prepare modified learning programs for students.
5. Current working with Children clearance Notice (Ochre Card).
6. Relevant professional development related to special needs students.
7. NT Driver's License.
8. First Aid certificate.

Desirable:

1. Cert IV in Student Support or equivalent.

Approved: March 2019

Trevor Read, Senior Director, School Improvement and Leadership