**JOB DESCRIPTION**

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| **Agency** | Department of Education | | | **Work Unit** | Ross Park Primary School |
| **Job Title** | Special Needs Support Officer | | | **Designation** | Administrative Officer 3 96% |
| **Job Type** | Full Time | | | **Duration** | Ongoing Commencing 22/01/2020 |
| **Salary** | $58,792 - $63,450 | | | **Location** | Alice Springs |
| **Position Number** | 8333 | **RTF** | 177601 | **Closing** | 20/11/2019 |
| **Contact** | Naomi Berriman, Administration Manager on 08 8955 2000 or [naomi.berriman@ntschools.net](mailto:naomi.berriman@ntschools.net) | | | | |
| **Agency Information** | [www.education.nt.gov.au/](http://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](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 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/information-for-applicants) | | | | |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) | | | | |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=177601> | | | | |

**Primary Objective:** Special Needs Support Officer works within the Special Education Support Team to provide support to teachers and students of Ross Park Primary School and in particular, those students who have specific learning difficulties and/or behavioural problems.

**Context Statement:** Ross Park Primary School is an urban primary school situation on the east side of Alice Springs. The school has an enrolment of 510 students, including Rona Glynn Preschool. Approximately 18% of students are Indigenous.

**Key Duties and Responsibilities:**

1. Assist teachers to implement education adjustment programs (EAPs) to support learning needs and deliver specific intervention programs to identified students with additional needs or disability
2. Contribute to programming, recording and collection of data for report preparation in order to assist with effective communication and processing of information
3. Provide explicit instruction and supervise students both one-on-one and group situations, including involvement in yard duty and community based programs, to help achieve an effective learning environment and for the wellbeing of students
4. 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 and report against goals.
5. Ability to work effectively with people from diverse cultures.
6. Current Working with Children Clearance Notice (Ochre Card)
7. Relevant professional development and/or certification related to education of students with disabilities or special needs.
8. NT Driver’s Licence and relevant First Aid Certificate qualification or ability to obtain.

**Approved: 4 November 2019 Trevor Read, Senior Director, School Improvement and Leadership**