

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Northern Territory School of Distance Education
Job Title	Special Education Support Officer	Designation	Administrative Officer 3
Job Type	Full Time	Duration	Fixed for 2 years
Salary	\$61,242 - \$66,094	Location	Darwin
Position Number	41752 RTF 183204	Closing	24/02/2020
Contact	Selina Blyton on 08 8922 2289 or selina.blyton@ntschoools.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		
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		
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=183204		

Primary Objective:

Deliver support to classroom staff in delivering high quality educational programs for students with additional needs in partnership with families, community and professional networks to achieve optimal educational outcomes.

Context Statement:

The Northern Territory School of Distance Education (NTSDE) supports and deliver's a range of educational services to students, resident in the Northern Territory or temporarily living interstate or overseas. The school works in collaboration with the Department of Education teachers living in remote community schools and supporting adults to deliver high quality, innovative and flexible senior secondary distance education programs.

Key Duties and Responsibilities:

1. Actively support the planning, preparation, implementation and assessment of individualised educational programs for students with additional needs in a mainstream school.
2. Administer first aid and provide medication to students in accordance with school policies.
3. Develop and effectively maintain appropriate working relationships with students with a diverse range of abilities, families and work colleagues whilst maintaining confidentiality.
4. Manage and complete a range of administrative tasks including word processing, classroom displays and Student Administration Management System (SAMS) entry.
5. Assist with the creation of classroom and resources as directed.
6. Participate in residential schools and other student activities as required.

Selection Criteria

Essential:

1. Ability to work with senior students who have multiple needs.
2. Proven ability to communicate effectively using various communication strategies and appropriate interpersonal skills with children who have a diverse range of abilities.
3. Demonstrated experience in working collaboratively and communicating effectively to support productive partnerships.
4. Demonstrated experience in undertaking a range of administrative tasks including computer applications such as Microsoft office, spreadsheets, and database packages, or ability to pick up quickly.

Further Information:

The successful applicant must have no significant criminal record, confirmed by a Police Criminal History check, a current Working with Children Clearance Notice and current First Aid Qualification or be in the process of obtaining.

Approved: January 2020

Anne White, Principal