# Job description

<table>
<thead>
<tr>
<th>Agency</th>
<th>Department of Education</th>
<th>Work unit</th>
<th>Humpty Doo Primary School</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job title</td>
<td>Special Education Support Officer</td>
<td>Designation</td>
<td>Administrative Officer 4 96%</td>
</tr>
<tr>
<td>Job type</td>
<td>Full time</td>
<td>Duration</td>
<td>Fixed from 25/01/2024 to 13/12/2024</td>
</tr>
<tr>
<td>Salary</td>
<td>$70,167 - $80,267</td>
<td>Location</td>
<td>Palmerston</td>
</tr>
<tr>
<td>Position number</td>
<td>33195</td>
<td>Closing</td>
<td>28/11/2023</td>
</tr>
<tr>
<td>Contact officer</td>
<td>Anna Silcock, Senior Teacher</td>
<td>on 08 7923 0400 or <a href="mailto:anna.silcock@education.nt.gov.au">anna.silcock@education.nt.gov.au</a></td>
<td></td>
</tr>
<tr>
<td>About the agency</td>
<td><a href="http://www.education.nt.gov.au">http://www.education.nt.gov.au</a></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Applications must include a one-page summary about you, a detailed resume and copies of your tertiary qualifications.**

**Information for applicants – inclusion and diversity and Special Measures recruitment plans**

The NTPS values diversity. The NTPS encourages people from all diversity groups to apply for vacancies and accommodates people with disability by making reasonable workplace adjustments. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer. For more information about applying for this position and the merit process, go to the [OCPE website](http://www.education.nt.gov.au).

Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](http://www.education.nt.gov.au).

---

**Primary objective**

Work collaboratively in delivering high quality educational programs for students with complex disability and additional needs in partnership with families, community and professional networks to achieve optimal educational outcomes for these students.

**Context statement**

Humpty Doo Primary School is located in Darwin’s rural area. The school is a large primary school with an enrolment of approximately 400 students, ranging from Preschool to Year 6. The All Stars is a Special Education Centre on site that caters for students with moderate to severe intellectual disability or multiple disabilities with high support needs. The student population reflects the diversity of our community with 21% identifying as Indigenous, 20% as English as a Second Language/Dialect and 24% with identified Special Needs. The school has a strong focus on wellbeing and embeds the Berry Street Education Model within teaching and learning programs. The school adopts a collaborative planning approach and implements a blend of explicit instruction and inquiry learning, including SMART Spelling and a Science of Reading approach to inform literacy blocks.

**Key duties and responsibilities**

1. Actively participate, as a team member, in the planning, preparation, implementation and assessment of individualised educational programs in a special school, pre and primary school and community settings.
2. Develop and effectively maintain appropriate working relationships with students with disability, families and work colleagues whilst maintaining confidentiality.
3. Manage and complete a range of administrative tasks including word processing, photocopying, filing, bookbinding, laminating, classroom displays and SAMS entry in a timely manner.
4. Create classroom/student resources utilising specific computer software programs (e.g. Boardmaker) to implement programs such as Structured Teaching.
5. Initiate, prioritise and perform work tasks, under limited supervision and in a reliable manner, whilst adhering to school and DOE policies in an environment of ongoing change and pressure, where student and staff safety are paramount.

**Selection criteria**

**Essential**

1. Recent demonstrated experience working with students who have significantly below average intellectual functioning, multiple needs, challenging behaviours, and who have deficits in adaptive functioning in areas such as communication; self-care; social/interpersonal skills and functional academic skills.
2. Proven ability to communicate effectively using various communication strategies and appropriate interpersonal skills with children who have a diverse range of disabilities.
3. Demonstrated experience in working collaboratively and communicating effectively to support productive partnerships.
4. Demonstrated experience in undertaking a range of administrative tasks by meeting timeframes whilst working under pressure and in an environment of change.
5. Proven ability to work in a team and maintain integrity and confidentiality.

**Further information**

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

**Approved:** 10th November 2023

Carrie White - Principal