



Position Description

STUDENT SUPPORT SCHOOL OFFICER (MY AND SY ENGLISH/HUMANITIES FOCUS)

ROLE DESCRIPTION

The Student Support School Officer supports teachers in the provision of quality education and support to students. As the role holder will be based in a classroom environment, a high degree of confidentiality and willingness is essential. This position has a specific role in supporting Middle Years (MY) and Senior Years (SY) students but may be required in other precincts on an as-needed basis.

The role holder works within the Middle Years and Senior Years team and is also part of the wider Student Services team. This position operates within the Catholic education environment and culture and will be supportive of the mission of the College.

QUALIFICATIONS

- Certificate III in Educational Support or any equivalent qualification and/or significant experience or knowledge considered appropriate for the position.
- Senior First Aid including CPR.

ESSENTIAL CHARACTERISTICS

- Support of the mission and ethos of the College.
- Possess good communication and interpersonal skills (spoken and written).
- Possess or develop knowledge of College processes in relation to Student Behaviour Management, Student Protection and Student Support.
- Possess or develop a knowledge of College approaches to the teaching of literacy and numeracy.
- Be flexible – able to cope with the dynamic nature of the College timetable and to adjust strategies to the varying needs of students and teachers.
- Be able to relate to and support students including those with diagnosed problems (e.g. ADHD, Asperger's Syndrome) and/or literacy and numeracy difficulties.
- Be able to accept direction and supervision, but also exercise initiative and independence when appropriate.
- Have intermediate level of knowledge and confidence in operating Microsoft Office (Word, Publisher, Excel, PowerPoint), Internet & Email.
- The role holder is required to have a Blue Card in accordance with the requirements of the Commission for Children and Young People and Child Guardian.

ROLE DESCRIPTION

The responsibilities of this role encompass, but are not limited to, the following:

- Assist developmentally appropriate student learning, either individually or in small group activities under the direction of the classroom teacher and provide effective feedback to the teacher on student progress. This may take place in or near the classroom, Student Services or SY Hub.
- Where and as requested, perform tasks, associated with classroom learning experiences, such as assisting teachers in preparing, implementing and supervising learning programs. This may also include the preparation of learning resources for the English / Humanities teaching teams.
- Provide support to MY and SY students who need assistance with preparedness to class, and clarification of tasks using a coaching methodology.
- Where allocated to classes, assist developmentally appropriate student learning, either individually or in small group activities under the direction of the classroom teacher.
- Keep records of day-to-day support of students, including for the purpose of documenting NCCD support.
- Support students in relation to their physical needs and in line with Health Management plans.
- Assist with the supervision of students, during excursions and at swimming, sporting and other events both within the College and at outside venues, including specific students as directed.
- Supervise students as part of the Playground Supervision Duty Roster and as directed by the Assistant Principal Strategy and School Operations.
- Attend College provided professional development.
- Attend staff meetings as directed. These would include English / Humanities Curriculum meetings as appropriate.
- Act as a positive role model for students through appropriate actions and behaviour in line with BCE/College policies including Code of Conduct, Student Protection and Student Behaviour Support policies.
- Other tasks as directed by the Principal.

REPORTING AND OTHER RELATIONSHIPS

The Student Support School Officer reports directly to the Curriculum Leaders English and Humanities.

They are also required to liaise closely with the relevant precinct teachers and Specialist Teacher Inclusive Education (STIE) who report to the relevant Head of School. Ultimately, the role holder is responsible to the Principal.

AUTHORITY LIMITS

Full authority is delegated from the College Principal to enable the role holder to produce the desired outcomes.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

Each staff member is responsible for:

- A commitment to a child safe culture.

- Acting to prevent harm and act in the best interests of children in our College.
- Reporting all cases of harm to the Principal or Child Protection Contacts.

WORKPLACE HEALTH & SAFETY REONSIBILITIES

Each staff member is responsible for ensuring their health and safety by:

- Complying with health and safety instructions.
- Taking action to avoid, eliminate or minimise hazards.
- Not wilfully placing at risk the health and safety of own self and others.
- Seeking information and advice when necessary.
- Being familiar with hazard and accident reporting and emergency evacuation procedures.

APPOINTMENT AND CLASSIFICATION

- The appointment is term time only.
- Classification is School Officer Level 3.
- Remuneration is per the Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland
- Hours of duty are negotiable, to a maximum 76 hours per fortnight (start and finish times negotiable).
- This role description is reviewed annually to ensure its relevance.