

JOB DESCRIPTION

Agency	Department of Education		Work Unit	Student Wellbeing and Inclusion	
Job Title	Positive Learning Centre Support Officer		Designation	Administrative Officer 3 96%	
Job Type	Full Time		Duration	Fixed to 30/6/2022	
Salary	\$58,792 - \$63,450		Location	Darwin	
Position Number	28673	RTF	183560	Closing	24/02/2020
Contact	<p>Jenny Ward, Senior Psychologist Manager Positive Learning Centres on 08 8901 1313 or jenny.ward1@nt.gov.au</p>				
Agency Information	https://education.nt.gov.au/				
Information for Applicants	<p>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</p>				
Information about Selected Applicant's Merit	<p>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</p>				
Inclusion & Diversity	<p>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.</p>				
Special Measures	<p>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.</p>				
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfld=183560				

Primary Objective: To provide support services to teaching staff and to students of the Special Needs Unit with the implementation of educational programs and assist with the general administration of the School.

Context Statement: Education Policy and Programs provides policy development advice and low incidence support across the Northern Territory to Government and non-Government schools, as well as strategically implementing a range of the Australian and NT Government early childhood education and care initiatives to improve the quality and integration of early childhood services. Staff in Education Policy and Programs liaise with and provide advice to the Minister, Department of Education senior executive, regional personnel and school principals on issues of policy, procedure and performance as it relates to community; teaching, learning and assessment, early childhood education and care; vocational education and training; and cross agency and intergovernmental relations.

Key Duties and Responsibilities:

1. Implement and deliver educational and behavioural programs set by PLC teachers or therapists for selected children requiring special needs/education.
2. Assist with the supervision and instruction of students requiring special education and behavioural intervention.
3. Maintain appropriate records for teachers to monitor the effectiveness of PLC programs.
4. Participate in reviews to evaluate student progress and future direction.
5. Undertake administrative and liaison duties for the PLC and Special Learning Unit including preparation of classroom materials.
6. Administer first aid as required.

Selection Criteria

Essential:

1. Demonstrated ability to relate effectively with and manage challenging behaviours and special needs in an educational and supportive environment.
2. Demonstrated ability to work collaboratively with teachers and team members to deliver evidence based programs to young persons with challenging behaviours and special needs.

3. Proven experience in oral and written communication skills, confidentiality, and demonstrated ability to interact effectively with stakeholders and people from different cultures.
4. Proven ability to work successfully with limited supervision, demonstrate initiative and prioritise tasks.
5. Proven ability in computer based applications and relevant collection and entry of data information.
6. Possess a current Working with Children clearance notice (Ochre card) or ability to obtain.

Desirable

1. Qualification or experience in working with children who require special education support in a school environment.
2. First Aid Certificate.

Further information: School based conditions apply.

Approved January 2020

Senior Manager Wellbeing and Positive Behaviour