

# Job description

Agency	Department of Education	Work unit	NT School of Distance Education
Job title	School Education Support Officer	Designation	Administrative Officer 4 96%
Job type	Full time	Duration	Fixed from 29/01/2024 to 27/01/2025
Salary	\$70,247 - \$80,347	Location	Katherine
Position number	43341	RTF	281309
		Closing	15/11/2023
Contact officer	Sarah Smith on 08 8973 8211 or <a href="mailto:sarah.smith2@education.nt.gov.au">sarah.smith2@education.nt.gov.au</a>		
About the agency	<a href="https://education.nt.gov.au/">https://education.nt.gov.au/</a>		
Apply online	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfId=281309">https://jobs.nt.gov.au/Home/JobDetails?rtfId=281309</a>		

**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](#). Aboriginal applicants will be granted priority consideration for this vacancy. For more information on Special Measures plans, go to the [OCPE website](#).

## Primary objective

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

## Context statement

The Northern Territory School of Distance Education (NTSDE) supports and delivers a range of educational services to students, resident in the Northern Territory or temporarily living interstate or overseas. The school works in collaboration with schools, supporting educators to deliver high quality, innovative and flexible senior secondary distance education programs. School staff must be able to deliver and develop learning programs through a blended delivery model. School staff must be prepared to travel, use advanced online technologies, and teach in both distance and face-to-face modes.

## Key duties and responsibilities

1. Develop and effectively maintain appropriate working relationships with students, families, work colleagues and external organisations whilst maintaining confidentiality.
2. Actively participate, as a team member, in the planning, preparation, implementation and assessment of Individualised Educational, Education Adjustment and Individual Transition Plans and Nationally Consistent Collection of Data in a senior secondary school and community setting.
3. Facilitate the completion of English as an Additional Language or Dialect assessments, maintain appropriate record management and provide academic support for students.
4. Manage and complete a range of administrative tasks including the maintenance of student records, enrolment and subject selection processes, and student data entry into student administration and management systems in a timely manner.
5. Support students through the coordination of face to face and online learning to monitor student well-being, academic progress and Northern Territory Certificate of Education and Training pattern completion.
6. Initiate, prioritise and perform work tasks, with limited supervision and in a reliable manner, whilst adhering to school and Department of Education policies in an environment of ongoing change and competing priorities.

## Selection criteria

### Essential

1. Recent demonstrated experience working with students using online forums and experience in working with students with complex and additional needs.
2. Proven ability to communicate effectively using various communication strategies and appropriate interpersonal skills with students who have a diverse range of abilities and experiences.
3. Demonstrated experience in working collaboratively with external agencies and maintaining effective partnerships that improve outcomes for students.
4. Demonstrated experience in managing and meeting timeframes in a dynamic and changing environment.

### Desirable

1. Qualifications or ability to obtain qualifications related to supporting students in an alternative educational settings.

## Further information

Successful applicant must be prepared to teach within specialist subject area and other curriculum areas as required, gain a 4WD qualification if necessary and travel in a light aircraft.

Approved: October 2023

Anne White, Principal, NT School of Distance Education