

Job Description

Agency	Department of Education	Work unit	Wanguri Primary School
Job title	Special Education Support Officer	Designation	Administrative Officer 4 96%
Job type	Full time	Duration	Ongoing
Salary	\$70,167 - \$80,267	Location	Darwin
Position number	6203 RTF 290267	Closing	14/03/2024
Contact officer	David Cluse, Principal on 08 8927 1655 or David.cluse@education.nt.gov.au		
About the agency	http://www.education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfld=290267		

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](#).

Primary Objective

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

Context Statement

Wanguri Primary School located in the northern suburbs of Darwin has a population of approximately 380 students from Preschool to Year 6. Wanguri School offers an inclusive, supportive and highly regarded environment with our school values of Respect, Responsibility, Kindness and Confidence. Wanguri School and community is committed to a continued vision for our special education program, providing support and opportunities for all students to reach their full potential.

Key Duties and Responsibilities

1. Actively participate, as a team member, in the planning, preparation, implementation and assessment of individualised educational programs a pre and primary school setting.
2. Develop and effectively maintain appropriate working relationships with students with a disability, families and work colleagues whilst maintaining confidentiality.
3. Manage and complete a range of administrative and clerical tasks that support student learning and reporting including the preparation of classroom and student resources, use of specific software programs, contribution to Educational Adjustment Plan (EAP), Individual Behaviour Plans (IBPs) and maintaining student tracking databases.
4. Administer first aid and provide medication and respond to high medical needs to students in accordance with school and education departmental policies.
5. Initiate, prioritise and perform work tasks, under limited supervision 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. Proven high-level experience working with students who have identified learning, behaviour and/or inclusion needs, deficits in adaptive functioning areas such as communication, self-care, social/interpersonal skills and functional academic skills.
2. Demonstrated proven ability to effectively communicate using various means of communication strategies and display appropriate interpersonal skills with students in a pre and primary school setting who have a diverse range of disabilities.
3. Demonstrated professional experience in working collaboratively and communicating effectively with school personnel, professional teams and departmental officers that support the continued 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. Understanding and knowledge in providing general and specific first aid as well as medical intervention to individuals with identified additional medical needs.

Desirable

1. Qualifications or ability to obtain further training related to supporting students with disability in educational settings.
2. Completed Berry Street Educational Model Training.
3. Completed Sounds-Write Phonic Instruction training

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: 7th November 2023

Daivd Cluse, Principal