

Job description

Agency	Department of Education	Work unit	Sanderson Middle School
Job title	Special Education Support Officer	Designation	Administrative Officer 3 96%
Job type	Full time	Duration	Fixed for 6 months
Salary	\$60,262 - \$65,036	Location	Darwin
Position number	6698	RTF	271505
Closing	04/07/2023		
Contact officer	Donna Cartwright, Business Manager on 08 7923 0500 or donna.cartwright2@education.nt.gov.au		
About the agency	http://www.education.nt.gov.au/		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=271505		

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

The NTPS values diversity and aims for a workforce that represents the community. 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

Provide support services to teaching staff and assist with the implementation of special education needs programs within the school and assist with the general administration of the school.

Context statement

Sanderson Middle School is located in Wulagi and has an enrolment of 380 students. The school enrolls Years 7, 8 and 9 students from the suburbs of Anula, Karama, Malak, Northlakes and Wulagi, but many students (including Intensive English students) come from further afield.

Key duties and responsibilities

1. Assist with the preparation and implementation of student Educational Adjustment Plans (EAPs), teaching and learning resources, work experience, and alternate programs and pathways for students requiring special education needs intervention in and out of classrooms.
2. Guide, train and support a range of casual classroom support assistants.
3. Assist with the administrative and liaison duties required in the special education needs area.
4. Undertake reception duties and general office tasks as required.
5. Administer first aid and attend to sick students as necessary.

Selection criteria

Essential

1. Proven ability to collaboratively prepare, implement, monitor and evaluate student EAPs, work experience and alternate programs and pathways for a range of special education needs students.
2. Proven ability to support and develop the skills of a range of casual classroom support assistants through the delivery of effective evidence-based training and guidance.
3. Demonstrated experience in a range of case management approaches when working with culturally diverse special education needs students and families.
4. Proven high level oral, digital and written communication skills and the ability to communicate with a range of students and staff in a sensitive manner.
5. Proven ability to use a range of computer programs including student management databases and office equipment to collect and manage data and to complete diverse tasks, work with initiative under limited supervision and to maintain complete confidentiality.

Desirable

1. Current NT Light Rigid Licence.

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: June 2023

Robert McIntosh, Principal Sanderson Middle School