| Agency | Department of Education | Work unit | Manunda Terrace Primary School |
| --- | --- | --- | --- |
| Job title | Special Education Support Officer | Designation | Administrative Officer 3 96% |
| Job type | Full Time | Duration | Fixed from 04/05/2021 to 15/12/2022 |
| Salary | $60,262 - $65,036 | Location | Darwin |
| Position number | 5586 | RTF | 209741 | Closing | 11/04/2021 |
| Contact | Kathryn Stanislaus on 08 8997 7366 or manunda.school@education.nt.gov.au  |
| About the agency  | <https://education.nt.gov.au/>  |
| Apply online  | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=209741>  |
| **Information for applicants– Inclusion and diversity and Special measures:****Applications must be limited to a one-page summary sheet and detailed resume.** 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. For more information about applying for this position and the merit process, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/applying-for-and-filling-jobs/information-for-applicants).Under the agency’s Special Measures Recruitment Plan eligible Aboriginal and Torres Strait Islander (Aboriginal) applicants will be granted priority consideration for this vacancy. For more information on Special Measures, go to the [OCPE website](https://ocpe.nt.gov.au/employment-conditions-appeals-grievances/special-measures). |

# Primary objective:

The Special Education Support Officer is responsible for providing support to identified students, classroom teachers, parents, and both Manunda and Department of Education student support teams, under the direction of the Principal and Leadership Team. The Special Education Support Officer is also required to provide strategic input to the development of student support plans and team goals as well as administrative support services as required.

# Context statement:

Manunda Terrace Primary School is located in the Northern Suburbs of Darwin with approximately 190 students and 25 staff. Students come from diverse backgrounds with a large number of Aboriginal and second language families. Manunda School is committed to excellence in Learning for Life and Anchoring Strengths for the students.

# Key duties and responsibilities:

* Under the direction of Principal, assist and support students with special needs.
* Preparation of specific and specialised resources, prepare and maintain lesson aids and materials.
* Contribute to the programming, report preparation, recording and collection of data relevant to student program and assist with organisation of parent and agency meetings.
* Provide one to one instruction and group instruction to students.
* To be a member of a first aid team providing first aid to injured students.
* Assist in supervision of students at recess and lunch times along with Administration duties under the supervision of the special education teacher.

# Selection criteria:

**Essential:**

1. Demonstrated ability to act professionally at all times and ability to build and maintain positive relationships with team members and clients.
2. Ability to work effectively in teams to achieve results and respond positively to change to meet the needs of all students, within a multicultural environment.
3. Demonstrated ability to work confidently and monitor progress with limited supervision including the use and development of online systems.
4. Competent communication skills including ability to be adaptive, clear and considerate of different ideas and views.
5. Current First Aid Certificate and current Working with Children Clearance (Ochre Card).

## **Desirable:**

1. Certificate 4 in supporting students with special needs.

**Approved:** **01 March 2021 Lisa Hirschausen Principal**