

Job description

Agency	Department of Education	Work unit	Zuccoli Primary School
Job title	Special Education Support Officer	Designation	Administrative Officer 4 96%
Job type	Full time	Duration	Fixed for 6 months from 17/07/2023
Salary	\$68,247 - \$78,347	Location	Palmerston
Position number	43719	RTF	268705
		Closing	28/05/2023
Contact officer	Elizabeth Andrade on 08 7923 0222 or elizabeth.andrade@education.nt.gov.au		
About the agency	https://education.nt.gov.au		
Apply online	https://jobs.nt.gov.au/Home/JobDetails?rtfId=268705		

Applications must be limited to a one-page summary sheet and detailed resume

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](#).

Under the agency's Special Measures recruitment plan eligible 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 students with complex disability and additional needs in partnership with families, community and professional networks to achieve optimal educational outcomes for these students.

Context statement

Zuccoli Primary School is in Palmerston and is in its fourth year. The school has been built to cater for preschool students and students from Transition to Year 6. The school includes some shared facilities with the adjacent Catholic Primary School. Zuccoli Primary is a future focused and dynamic primary school where the Early Years Learning Framework and Australian Curriculum will be delivered. The school's architectural design provides alignment between structures, pedagogies and learning spaces to engage the 21st Century Learner. The school is committed to catering for student's individual learning needs, abilities and interests in a secure and caring environment.

Key duties and responsibilities

1. Implement quality educational programs for pre and primary school aged students who have multiple needs, below average intellectual functioning and who have deficits in adaptive functioning in areas such as communication, self-care, social/interpersonal skills and functional academic skills.
2. Provide feedback to teachers that leads to further enhancement of student programs.
3. Contribute towards the planning of innovative and individualised programs for students.
4. Collaborate as a paraprofessional with teachers and therapists to support a consistent and highly individualised approach towards the development, implementation and evaluation of programmes.
5. Ensure positive and successful outcomes from individualised programmes that meet the students' needs and proficient use of a wide range of augmentative adapted communication devices.
6. Support students who display significantly challenging behaviours.

Selection criteria

Essential

1. Proven experience in using and installing computer software applications including Word, PowerPoint, Email and Internet and office equipment.
2. Proven experience in organising and prioritising work to meet required outcomes whilst working under pressure.
3. Proven experience in dealing with staff of all levels and the public in a diversified and multicultural environment.
4. Proven ability to complete tasks, work with initiative and limited supervision and to maintain complete confidentiality.
5. Qualification of a Cert IV or higher and experience related to supporting students with a disability and additional needs in a pre and primary school educational setting.

Desirable

1. HLTAID012 Provide First Aid in an Education and Care Setting.

Further information

The applicant must hold a current NT Working with Children Card Notice (Ochre Card) or ability to obtain prior to commencement.

Approved: May 2023

Carolyn Edwards, Principal