**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Acacia Hill School |
| **Job Title** | Special Education Support Officer | **Designation** | Administrative Officer 4 92% |
| **Job Type** | Full Time | **Duration** | Fixed from 24/01/2019 to 28/06/2019 |
| **Salary** | $62,252 - $71,464 | **Location** | Alice Springs |
| **Position Number** | 6611 | **RTF** | 157651 | **Closing** | 17/01/2019 |
| **Contact** | Wendy Haynes, Principal Acacia Hill School on 08 8955 2222 or wendy.haynes@ntschools.net |
| **Agency Information** | [www.education.nt.gov.au](http://www.education.nt.gov.au) |
| **Information for Applicants** | **Applications must be limited to a one-page summary sheet and an attached detailed resume/cv**. For further information for applicants and example applications: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines) |
| **Information about Selected Applicant’s Merit** | If you accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/information-for-applicants) |
| **Special Measures** | The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved **Special Measures** recruitment plan, ATSI applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level. For further information: [click here](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/special-measures) |
| **Apply Online Link** | <https://jobs.nt.gov.au/Home/JobDetails?rtfId=157651>  |

**Primary Objective:**

To ensure school outcomes are achieved by supporting classroom teachers with the teaching, care and management of students with moderate to severe intellectual, sensory, social and/or physical disabilities.

**Context Statement**:

Acacia Hill School in Alice Springs provides an intensive and inclusive educational program for students identified as having moderate to severe cognitive and multiple/complex disabilities. The school comprises an Early Childhood unit, four Primary units, four inclusive ‘satellite classes’ in local mainstream primary schools, a Middle Years class, and a Secondary and Transition from School sub-school.

**Key Duties and Responsibilities:**

1. Assist teachers in the preparation and presentation of classroom and playground activities and undertake instructional and health care tasks as required.
2. Assist with the planning and preparation of independent living activities for students including excursions and community activities.
3. Maintain records to monitor and evaluate the effectiveness of programs.
4. Administer first aid and attend to students as necessary.

**Selection Criteria:**

**Essential:**

1. Current Working With Children Clearance Notice (Ochre Card);
2. Recognised First Aid qualification;
3. Considerable successful experience working with and caring for children with multiple disabilities, particularly in an instructional role;
4. Appropriate level of literacy to understand and act on administrative requirements, including medical and therapy instructions;
5. The ability to work and positively interact with others in a cross-cultural working environment;
6. The ability to work alone with limited supervision, with complete confidentiality and to organise and prioritise workload.

**Desirable:**

1. Knowledge of disabilities and the care of children and adolescents with disabilities
2. A knowledge of augmentative communications methods, e.g. Signing

**Approved: September 2018 Trevor Read, Senior Director School Improvement and Leadership**