

## JOB DESCRIPTION

<b>Agency</b>	Department of Education	<b>Work Unit</b>	Casuarina Senior College
<b>Job Title</b>	Resource Centre Support Officer	<b>Designation</b>	Administrative Officer 3
<b>Job Type</b>	Full Time	<b>Duration</b>	Fixed from 29/07/2019 for 12 months
<b>Salary</b>	\$59,748 - \$64,482	<b>Location</b>	Darwin
<b>Position Number</b>	40593 <b>RTF</b> 167570	<b>Closing</b>	25/06/2019
<b>Contact</b>	Renee Manuel, Operations Manager on 08 8983 7324		
<b>Agency Information</b>	<a href="http://www.education.nt.gov.au">www.education.nt.gov.au</a>		
<b>Information for Applicants</b>	<b>Applications must be limited to a one-page summary sheet and an attached detailed resume/cv.</b> For further information for applicants and example applications: <a href="#">click here</a>		
<b>Information about Selected Applicant's Merit</b>	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: <a href="#">click here</a>		
<b>Special Measures</b>	The NTPS values diversity and aims for a workforce which is representative of the community we serve. Therefore under an approved <b>Special Measures</b> 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: <a href="#">click here</a>		
<b>Apply Online Link</b>	<a href="https://jobs.nt.gov.au/Home/JobDetails?rtfid=167570">https://jobs.nt.gov.au/Home/JobDetails?rtfid=167570</a>		

**Primary Objective:** The Resource Centre Support Officer facilitates education support programs for groups and individual students within the College's Resource Centre and in class support.

**Context Statement:** Casuarina Senior College (CSC), is an Independent Public School, located in the Darwin Northern Suburbs. CSC has a student enrolment of approximately 960 students, with 25 per cent identifying as Aboriginal. CSC caters for students in Years 10 to 12 by offering a wide range of Stage 1 and 2 NTCET subjects. The College is a Centre for Excellence in the Medical and Health Sciences and STEM areas. It conducts a High-Performance Sports Program, and an array of Vocational Education and Training qualifications are available. CSC also hosts and supports the SEDA Program.

### **Key Duties and Responsibilities:**

1. Under the direction of the Senior Teacher Supported Learning, assist in achieving positive outcomes for students, through in class support and individual and small-group tutoring.
2. In consultation with teachers and or Faculty Coordinator, develop and deliver individual tutoring programs for identified students with learning support needs.
3. Assist with the Class Room Teacher in achieving educational outcomes for targeted students in a classroom environment.
4. Provide remedial assistance to identified students for individual support within the Resource Centre.

### **Essential:**

1. Demonstrated successful experience working with students in an educational/support environment.
2. Demonstrated experience assisting students with recognised interventions to address deficits in areas such as communication, self-regulation, social/interpersonal skills and functional academic skills.
3. Demonstrated high level computer literacy skills including experience with the effective use of various office applications.
4. Demonstrated comprehensive level of oral and written skills including the ability to communicate clearly and effectively with people of all ages and from a variety of cross-cultural backgrounds.
5. The ability to maintain confidentiality, exercise initiative and discretion and work within a dynamic and challenging environment.

### **Desirable:**

1. Successful completion or substantial progression to gain a Certificate IV Educational Support or similar.
2. First Aid Certificate.

### **Further Information:**

Current Working with Children Clearance Notice is essential or the ability to obtain.