

Education Support Assistant Position Description

Job Title: Education Support Assistant
Reporting To: Principal
Review Period: 6 months

Introduction

Swan Hill Christian School is a Foundation to Year 6 co-educational school that caters for children in the Swan Hill and surrounding areas. It seeks to equip and empower students through a rigorous and engaging values-based curriculum, thus enabling them to be a transforming influence within their community.

An Education Support Assistant (ESA) will work and act in accordance with the Biblical principles and beliefs, as set out in the School's Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the School.

Purpose of the Position

Swan Hill Christian School supports the inclusion of students with disabilities in the classroom to provide enhanced educational opportunities. A strong working relationship between the student and the ESA is a necessary attribute for this position.

It is important for the person to be committed to and respect the right of students with disabilities to attend a mainstream school. Where possible, the ESA is encouraged to give support to a range of students in the class, not just those with special needs, to enable the classroom teacher to give increased attention when required to individual students. The aim of ESA support is to help students towards independence.

ESAs do not take a teaching role and are not expected to work unsupervised in the classroom, or in the development of the curriculum.

Child Safety

All support staff members are required to be familiar with the contents of our *Child Protection and Safety Policy*, and with their legal obligations with respect to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with the school's Child Protection Officer (Principal).

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children

The person requires a Working with Children Clearance.

General Expectations

You will be required to ensure that you:

- Model a lifestyle that reflects Christian practice and beliefs in your everyday work

- Respect and support the directions of the Association through the leadership of the Board and Principal
- Participate in Performance Management processes to continue developing skills
- Ensure your knowledge and skills are current and that your work contributes to the learning and spiritual needs of the students

Provide an example to all by:

- Building cooperative and supportive relationships with the Board, Principal, teachers, support staff, students and parents
- Promoting equity of access and receptivity to ideas
- Always acting in the best interests of the School, the Association and its ethos
- Modelling the use of appropriate and proper channels of communication
- Help maintain a positive and enthusiastic work environment

Specific Duties

The person will be working with the Principal, other ESA's, teaching staff and students. The responsibilities of the position may include:

- Providing assistance to students to participate fully in the school environment; including classroom and school yard, excursions and camps if required. The person will liaise closely with classroom teachers and assist students as directed by the classroom teacher and school policies
- To support the achievement of personalised Individual Education Goals and provide agreed adjustments according to the Individual Education Plan
- Working collaboratively with classroom teachers and the Learning Support team
- Maintaining records as determined by the person responsible for coordinating the Learning Support program
- Preparing aids, materials and equipment for the student's use
- Managing student behaviour according to classroom practices
- Keeping abreast of current practice through attending seminars or in-services
- Attending Student Support Groups or relevant meetings as required
- Supporting students in exam/testing situations, including NAPLAN where special provisions may apply
- Providing feedback to classroom teachers regarding social or academic progress of a student
- Encouraging independence
- Supporting the development of organisational skills
- Other duties as delegated by the Principal

Qualifications

- Experience in working with children
- An understanding of appropriate behaviours when working with children
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods
- Relevant professional development in regard to child safety, cultural awareness and understanding of students with disabilities is desirable

Key Selection Criteria

Formal qualifications in Education Support and/or previous professional development in this area are desirable.

The ESA will be able to demonstrate:

- Skills and the ability to work in a positive way with student/s who have social/emotional issues that may present in inappropriate behaviour/s within and out of the classroom
- A preparedness to be involved in professional development with a focus on inclusion
- Well-developed interpersonal and communication skills
- The ability to work closely with teaching and LSA staff and a wide range of young people
- The ability to work both individually and in a team environment
- The ability to assist students with disabilities with a focus on inclusive classroom practices
- Awareness of, and ability to use a range of student aids
- Good computer skills

Employment Conditions

- This position is part-time, time fraction negotiable.
- Hourly rate commensurate with skills and experience