

POSITION DESCRIPTION

Date	January 2022
Position Title	Education Support Officer
Reports to (position title)	Head of School
Department	Cheshire School

ORGANISATIONAL CONTEXT

bestchance Child Family Care is an independent, not-for-profit, community organisation with offices in Glen Waverley, Bayswater and Pakenham, Victoria, Australia.

bestchance adopts an innovative and holistic approach to assisting young children and families by integrating a range of specialist family oriented educational and welfare community services. The range of programs delivered include Early Childhood Education and Care (ECEC), Kindergarten, Child Care; Children's Therapy, Parent and Child Support, Training, Community Support and Cheshire, an independent, specialist primary school for children with social, emotional and learning difficulties.

Each of these programs recognise that the early years of a child's life are the most formative and influential and we strive to adhere to the principles of 'best practice'. This commitment ensures that families are, at all times, respected as the experts on their children and supported in an environment that is strength based and family-centred.

bestchance also works in partnership with families in managing a number of kindergartens under its Early Years Management Program.

bestchance is committed to implementing and adhering to the Child Safe standards including the development and implementation of people practices that reduce the chance of child abuse within the organisation, for which we advocate zero tolerance.

Health safety and wellbeing first, is an expectation of all, where staff implement local work instruction and processes aligned to organisation requirements and are accountable for their own safety and safety of others.

PURPOSE

For all children, families and individuals to thrive in their community.

VISION

Inclusion we include everyone regardless of their background, needs or circumstances

Care We nourish and nurture resilient relationships

Education We develop skills and knowledge to build capacity and resilience.

VALUES

Humility we focus on listening to better understand and meet needs

High Expectations we have high aspirations for our client outcomes and for the calibre of our services and staff

Innovation we embrace change based on critical reflection

Curiosity we seek new understandings and knowledge

Evidence we seek and generate evidence to evaluate and improve our programs

Challenge we look beyond the immediate to achieve different results

POSITION PURPOSE

The Education Support Officer in this position is required to demonstrate competency involving the application of knowledge and skills to a range of tasks and roles. The role requires routine supervision to general direction depending upon experience and the complexity of the tasks.

The role may require supervision of students while performing their normal role but may not be used instead of a Teacher.

KEY RESULT AREAS AND RESPONSIBILITIES

Student Educational Programs

- Provide support to the teachers and individual students to assist the delivery of an integrated, innovative, flexible curriculum which meets the individual needs of each student
- Under the supervision of teaching and ancillary team members, implement consistent behaviour management strategies within the classroom and playground, and for group work and excursions
- Under supervision, work with students to build self-esteem through a variety of appropriate educational methods to encourage individual creativity, task completion and the development of self confidence in learning
- Assist in actively developing the students' social skills
- Under supervision, assist team members in the orientation program for students prior to their placement in the school

Commitment to Child Safety

- Experience working with children
- Demonstrate an understanding of child safety
- Demonstrate an understanding of appropriate behaviours when engaging with children
- Be of suitable character to engage in child-connected work
- Be familiar with and comply with the organisation's Child Protection Policy and Procedure, Child Safety Policy and Procedure and the Child Safety Code of Conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing

Relationships with Parents / Caregivers

- Assist in fostering a positive school community
- In collaboration with the class teacher, create a welcoming environment where all families are encouraged to participate in and contribute to their child's learning and development experience
- Respect the confidentiality of information relating to parents and children

Teamwork

- Work with colleagues in a spirit of co-operation to maintain and continuously improve the standard of the service at Cheshire School
- Contribute to an atmosphere of trust and professional respect through an attitude of openness, tolerance, constructive conflict resolution processes and maintenance of confidentiality
- Attend staff meetings and any professional development sessions identified by the Head of School
- Ensure on-going professional development by reading, studying and participating in professional development.
- Maintain an interest in current trends in education and student welfare and an awareness of evolving best practice
- Accurately and promptly, communicate all messages and report all issues to the Head of School

Risk Management

- Assist in maintaining a safe, orderly and attractive work environment (including the staff room), which is conducive to effective learning and good practice
- Ensure adequate supervision of students during school hours (and for 30 minutes prior to school commencing and 15 minutes after classes end) and assist in the supervision of students during recesses as required
- Keep accurate records following any communication with other agencies or schools
- Carry out building, equipment and security checks where appropriate and report all health and safety risks to the Head of School
- Become familiar with the organisations Evacuation Procedures and fire extinguisher positions and engage in regular emergency evacuation drills
- Maintain a high level of hygiene and safety

Legislative, Accreditation and Organisation Requirements

- Ensure activities within their area of responsibility complies with bestchance Child Family Care Policy and Procedures and the Cheshire School Policy and Procedures

KEY SELECTION CRITERIA

- Demonstrated commitment to the management of students with social, emotional, behavioural and learning difficulties
- Ability to work cooperatively in a team environment
- An energetic and active approach to work with the ability to inspire students and generate ideas
- Demonstrated understanding of the principles of educational instruction and the ability to apply to the individual learning needs of a student

- The demonstrated ability to support flexible and innovative approaches to teaching and learning, focusing on applied learning and the use of new technologies
- Demonstrated experience and ability to engage and work positively with the ability to interpret and apply Individual Educational Plans (IEPs)
- Demonstrated resilience and ability to adapt to changing environments
- Demonstrated knowledge of and commitment to ensure the School is a child safe environment
- A minimum Certificate III in Education Support or equivalent
- Previous experience in a school setting working with children with additional needs
- An appropriate and current first aid training certificate, which complies with the requirements of the Children's Services Regulations 1998, is preferred

OTHER

- Working With Children Check (Employee)
- A satisfactory National Police History Check
- A current valid drivers licence