



CARDIJN
COLLEGE

Education Support Officer - Inclusive Education Assistants

Job and Person Specification

1 x Full-Time Permanent Position & 1 x Full-Time Contract Position

To commence ASAP

Cardijn College is an R-12 co-educational Catholic school in the Marist tradition, deeply inspired by the method of College patron Joseph Cardijn with a foundation built on the three pillars of his teachings; to See, Judge and Act. Educating and inspiring students in the beautiful Southern Vales region of Adelaide since 1984, Cardijn has grown to encompass three sites, each with distinct offerings.

Cardijn College at Noarlunga Downs offers Years 7-12 and is renowned for academic excellence and a vibrant extra-curricular program. Cardijn College Marcellin at Christie Downs provides a wide variety of vocational education and training opportunities for students in Years 10 – 12 and beyond, with relationships that extend well into their careers. Cardijn College Galilee at Aldinga offers Reception to Year 8, expanding to include Year 9 in 2023.

With a current enrolment of 1885 students and 250 staff, Cardijn College is an institution which strives to be a beacon of faith in the community, with students who have enormous influence and impact on both a local and global level.

Role Specification

The Inclusive Education Assistant is a member of the Learning Enrichment team with the responsibility for working with students with intellectual disabilities and/or additional learning needs. Under the general direction of the Inclusive Education Coordinators, the Inclusive Education Assistant will be required to work with individual students in the Inclusive Education Centre, comprising of the Marist and Lavalla Centres and in the classroom setting or accompanying staff and students on excursions.

Person Specification

The Inclusive Education Assistant will possess:

- An understanding of and a capacity to support the Catholic ethos of the College.
- An ability to be flexible and adaptable to support the needs of a wide range of students and teachers to include Years 7 to 12 within a range of subjects, within the Marist and Lavalla Centres and within mainstream classes.
- An ability to work with students with intellectual disabilities and/or additional learning difficulties while displaying sensitivity, empathy, and compassion.
- Excellent interpersonal and communication skills.
- The ability to maintain a high level of confidentiality in relation to staff, students, and families at the College.

Required Skills, Knowledge and Experience

The Inclusive Education Assistant will possess:

- Appropriate training/experience and/or qualifications such as a Certificate III or higher in Education Support or similar that is relevant to the role.
- An understanding and familiarity with the Disability Standards for Education (2005) developed under the Disability Discrimination Act (1992).
- A demonstrated capacity to work with students with intellectual disabilities and /or additional learning needs.
- Demonstrated experience supporting students who work from Individual Education Plans (IEP).
- Applicants will need to be fully vaccinated with an ATAGI approved COVID-19 vaccination.
- A Working with Children Check (WWCC) and complete Responding to Abuse and Neglect- Education and Care (RAN-EC).
- First Aid, Basic Emergency Life Support certifications.
- Contenance Care training/Manual Handling/Oral Eating and Drinking (as required).

Employment Conditions and Benefits

Cardijn College provides a supportive, inclusive and stimulating work environment, with access to outstanding facilities and resources to enable academic excellence. The employment terms and conditions are governed by the South Australian Catholic Schools Enterprise Agreement 2017.

- The commencing salary for this position is \$65,432 (Full time equivalent per annum) in accordance with the South Australian Catholic Schools Enterprise Agreement 2017.
- Working hours are 37.5 hours per week for 41 weeks per year. Start and finish times will be negotiated, and ordinary working hours are to be worked between the hours of 8:00am and 6:00pm, in accordance with the South Australian Catholic Schools Enterprise Agreement 2017.

Applications:

If you are interested in this outstanding opportunity, please include the following in your application:

- Covering letter outlining your strengths against the Role Specification, Person Specification and Required Skills, Knowledge and Experience (2 pages).
- Curriculum Vitae, including the names and contact details of three referees: - one of which must be your current employer (2 pages).
- Applicant Declaration Form (to be emailed upon receipt of application).
- Priority will be given to applicants who are permanent in a SA Catholic Diocesan school.
- All documents to be submitted as pdf files.

Please submit your applications online at

<https://cardijncollege.bamboohr.com/jobs/view.php?id=169> by **9:00am, Tuesday 16 August 2022.**



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Inclusive Education Assistant Education Support Officer Position Information Document 2022

Name

Responsible to College Leaders and ultimately to the Principal

Employment Status 1 Permanent Position & 1 Contract Position

Classification Curriculum Stream

Grade ESO – Grade 3

Commencement ASAP

FTE Full Time

Hours per Week 37.5 Hours

Weeks per Year 41 Weeks

Broad Purpose

The non-teaching staff fulfil a vital role in supporting the College to ensure its administrative requirements are met. They must support the aims and philosophy of the school by making a positive contribution to the development of our Catholic Community. Non-teaching staff are encouraged to participate fully in the life of the College community and support school activities and functions. Occasionally non-teaching staff may be required to attend professional development sessions, within or outside of the employee's normal working hours and shall attend staff meetings and other meetings as required.

Description of Position

The Inclusive Education Assistant is a member of the Inclusive Education Team with the responsibility for working with students with intellectual disabilities and/or additional learning needs. The Inclusive Education Assistant will be required to work with individual students in the Inclusive Education Centre, comprising of the Marist and Lavalla Centres and in the classroom setting or accompanying staff and students on excursions. The Inclusive Education Assistant works under the direction of the Coordinators of the Inclusive Education Team, and ultimately the Principal. The Inclusive Education Assistant will work under the direction of classroom teachers when assigned to particular students or classrooms.

Key Working Relationships

- Principal
- Deputy Principal
- Director of Learning Enrichment
- Marist and Lavalla Centre Coordinators
- College Staff
- Students
- Parents
- External Health professionals

KEY AREAS OF WORK

The Inclusive Education Assistant will:

- Provide support and supervision for the students with additional needs in the following ways:
 - ♦ 1 to 1 support withdrawal
 - ♦ 1 to 1 support in class
 - ♦ group work withdrawal
 - ♦ small groups in class
- Develop and provide resources and assessment tasks appropriate to the learning needs of the students.
- Provide support and assistance for teachers, recommending appropriate strategies, tasks and support materials and providing ongoing feedback.
- Liaise with teachers regarding information on curriculum and curriculum changes.
- Accompany classes with additional needs students on excursions/camps.
- Provide highly developed knowledge, skills and support in high-risk areas (eg Woodwork, Metalwork, Home Ec & Science) to students with additional needs to carry out assignments.
- Accompany students with additional needs outside of school premises on an individual or small group basis to assist those students to carry out assignments, meet appointments, as required.
- Provide personal care support for students with additional needs, as required.
- Attend and contribute to meetings of teachers regarding student needs and abilities, particularly for funded students and also inclusive education needs.
- Assist teachers with the modification of exam and other assessment tasks as requested for special needs students.
- Be responsible for devising alternative Exam timetables (Special Provision students) and supervise/scribe as required for targeted and/or other students with special needs in collaboration with Special Education Coordinator and SACE Coordinator.
- Attend review meetings for students with additional I needs as required.
- Communicate with parents as required regarding students' progress, concerns and issues.
- Report to the Inclusive Education Coordinators regarding students with additional needs.
- Attend in-service sessions run by Catholic Education Office as required.
- Provide administrative support for the inclusive education program as required.
- Other general curriculum/admin duties as required.
- Perform any other duties as directed by the Principal and/or Principals' delegate.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must;

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 27 and 28 WHS Act 2012

SPECIFIC REQUIREMENTS

Acquire and maintain:

- Working With Children Check and Catholic Police Clearance to work in Catholic Education SA.
- Approved Mandatory Notification training (RRHAN-EC).
- Applicants will need to be fully vaccinated with an ATAGI approved COVID-19 vaccination.
- First Aid training.
- DSE – Disability Standards for Education.
- Contenance Care training/Manual Handling/Oral Eating and Drinking (as required).

PERFORMANCE REVIEW

- The employees are required to proactively participate in the College's Performance Appraisal and Development program, including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

SIGNED _____ Date _____
(Principal or Delegate)

SIGNED _____ Date _____
(Employee)

ROLE REVIEW DATE _____

PERFORMANCE REVIEW DATE _____