

INFORMATION FOR POTENTIAL APPLICANTS

ESO – Inclusive Education Assistant Years 6 - 12 Permanent

Commencing as soon as possible
(8:30am – 3:15pm, 5 days per week, 31.25 per week, 41 weeks per year)

Thank you for your interest in St Columba College. Please find below information to follow when submitting your application.

Your application should include:

1. A one page covering letter.
2. A statement addressing the following selection criteria:
 - Work collaboratively with the Inclusive Education Coordinator and teachers to support students in class as well as one on one across all curriculum areas.
 - Support successful learning outcomes and safe environments for students with specific learning difficulties and disabilities.
 - Use and be familiar with a variety of intervention strategies and effective education aids to assist student learning.
 - Employ behavioural management strategies which ensure a safe, orderly and successful learning environment.
 - Work collaboratively and respectfully with colleagues in a team environment.
3. Curriculum Vitae listing name and contact details of three referees. Please ensure that you include *your current employer*.

Specific Requirements

- Police Clearance to work in Catholic Education SA.
- Approved Child Safe Environments: Reporting Child Abuse and Neglect.
- First Aid Training.

Desirable

- Certificate III in Education Support.
4. Please also ensure that you complete the ***Application Declaration Form*** (available on our website) and include it with your application.
 5. Applications should be emailed to the contact below:

Ms Leanne Carr, Principal
employment@stcolumba.sa.edu.au

Applications close 9:00am, Monday 18 March 2019

ESO - Inclusive Education Assistant
Grade 2
Position Information Document

Introduction

St Columba College is an R – 12 co-educational College established as a joint initiative of the Anglican and Catholic churches of the Adelaide Dioceses. Established in 1997 and located at Andrews Farm in the Northern suburbs of Adelaide the College is open to families who are seeking a Christian education founded on the beliefs, values and practices of both traditions of our unique ecumenical partnership.

St Columba College seeks to develop an environment in which all community members experience welcome hospitality and encounter a place of care, safety and security with students at the centre of all that is undertaken. Students are invited to think about their future, set their goals high and to engage in the effort and focus required to achieve outstanding educational and personal success. Students are respected as capable learners. Teachers are committed to providing an environment focused on outstanding teaching and learning. We strive to honour every student's right to participate in a vibrant, innovative, relevant and challenging curriculum which motivates and inspires them to develop knowledge, skills, personal beliefs and values. We provide students with opportunities to develop their spirituality, through immersion in a rigorous Religious Education curriculum and participation in a rich liturgical program based on our Anglican and Catholic traditions. We support students to develop their understanding of Christianity and of God's personal love, which we hope inspires them to be a force for good in our world - a sign of hope for others.

The College invites parents and caregivers to be partners in the education of their children. In collaboration with families, staff seek to nurture and promote the Christian traditions and aims of the College and their aspiration for the highest educational outcomes for all students. The College community prides itself on its friendly culture, rigorous academic program, high standards of student behaviour, focus on student well-being, modern facilities and excellent recreational spaces all of which are sustained by the support and commitment of its parent community.

It is an understanding that staff will uphold, model and actively support the Anglican and Catholic values and teachings that underpin the College. High expectations are placed on teachers to demonstrate professional behaviours and to be prepared to assume all responsibilities relating to teaching that provide students with outstanding learning opportunities.

Vision

St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

Broad Purpose

The Education Support Officer (ESO) - Inclusive Education Assistant will demonstrate a strong commitment to the College's vision of excellence in education, and will present welcoming, professional assistance to students, their families, staff and members of the community.

The Inclusive Education Assistant will work collaboratively to facilitate adaptive student learning and provide timely and professional support and assistance.

The Inclusive Education Assistant is employed by St Columba College Council, Munno Para Inc. The conditions of employment are articulated in The South Australian Catholic Schools Agreement Enterprise Agreement 2017.

Key Working Relationships:

- Principal
- Head of School
- Business Manager
- Inclusive Education Coordinator
- Colleagues, Students and Parents/Caregivers

Key Areas of Work

The Inclusive Education Assistant will undertake the following duties:

- Works collaboratively with the Inclusive Education Coordinator and teachers to support students in class as well as 1:1 across all curriculum areas.
- Supports successful learning outcomes and safe environments for students with specific learning difficulties and disabilities.
- Uses a variety of intervention strategies and effective educational aids to assist student learning.
- Develops, maintains and monitors the ability of students to engage with assigned tasks.
- Ensures that the necessary resources and equipment is accessible and available to students in readiness for planned learning activities.
- Documents student progress and reports to the Inclusive Education Coordinator and teachers.
- Monitors and supports daily living skills of students with specific learning difficulties and disabilities as required.
- Supports students with specific learning difficulties and disabilities on excursions, sport and other school events.
- Shadows students with special needs at recess and lunch to ensure student safety as requested by the Inclusive Education Coordinator.
- Employs behavioural management strategies which ensure a safe, orderly and successful learning environment.
- Maintains an organised and welcoming student learning environment.

- Attends regular team meetings and professional development.
- Attends designated meetings with line manager and other staff as required.
- Develops and maintain good working relationships with staff, students and families.

Professional Responsibilities

Inclusive Education Assistant is expected to:

- Demonstrates a commitment to uphold and contribute to the Anglican and Catholic ethos of the College.
- Ensures the safety of all students.
- Acts in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Models our Christian traditions and practices.
- Understands the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Ensures all responsibilities relating to student 'duty of care' are attended to.
- Accepts delegated responsibilities.
- Undertakes to dress and behave professionally, and promote high standards in all aspects of College life.
- Ensures punctuality to all classes and professional activities
- Maintains high standards of tidiness and orderliness for all learning spaces.
- Performs any other duties as required from time-to-time, as directed by the Principal.

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 notified to workers by the employer that is related to health and safety at the workplace.

Personal Qualities and Skills

- Actively supports the Anglican and Catholic faith, the College's Vision and Mission and Strategic Plan
- High level of confidentiality, trust, integrity and work ethic.
- Proactive, resilient and be able to work productively in a complex environment.
- Well-developed interpersonal and communication skills and proven ability to develop a strong positive rapport with students, staff and parents.
- Proven administration and organisational capabilities.
- Demonstrates an active commitment to ongoing professional learning.

Specific Requirements

- Police Clearance to work in Catholic Education SA.
- Approved Child Safe Environments: Reporting Child Abuse and Neglect.
- First Aid training.

Desirable

- Certificate III in Education Support.

Performance Review

- The Inclusive Education Assistant must undertake a performance review on an annual basis.
- On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the Inclusive Education Assistant to ensure that the Position Information Document is accurate.

Signed: _____ Date: _____

Principal or Delegate

Signed: _____ Date: _____

Inclusive Education Assistant

Role Review Date: _____ Performance Review Date: _____

Employment Declaration Form: Confidential to the Principal

Position for which application is made _____

Personal Details:

Surname: _____ Given Name(s): _____

Former Names _____

Title: Mr Mrs Ms Miss Other _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Religious Affiliation: _____

South Australian Teacher's Registration Number: *(If Applicable)* _____

(Please enclose a photocopy of current Teacher's Registration Certificate)

TRB / DCSI Expiry Date: _____

Please note: You must provide the ORIGINAL TRB issued teacher registration certificate (if applicable) and DCSI issued Child-Related Employment Screening Clearance for sighting at your work location.

Tertiary Qualifications:

Year Awarded	Award (Deg., Dip., Cert., etc)	Institution

Employment History: *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

Religious Dimension of St Columba College:

Are you prepared to support the philosophy and religious traditions of St Columba College? Yes No

Are you currently a practicing member of a worshipping community? Yes No

Employment Declaration Form:

Please respond to each of the questions below and sign the declaration at the end of this form

Have you ever been investigated, charged, arrested, reported for or pleaded or found guilty of any criminal offence? (Tick 'No' where an expiation notice only was received)

Yes No

Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?

Yes No

Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee?

Yes No

Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other services?

Yes No

Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?

Yes No

(If applicable) Do you have conditions on your SA Teacher Registration?

Yes No

Please note: If you answer YES to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets.)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal/Principal's Delegate to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the **Principal/Principal's Delegate** and me.

Please note: If you wish a meeting to be arranged you must submit your application at least one week prior to the closing date.

Further information and ongoing requirements

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

*The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal/Principal's Delegate** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.*

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration Form truthfully.

Signature: _____

Date: _____