

*"We are a Catholic community of welcome,
connecting faith, family & education."*



POSITION INFORMATION DOCUMENT

Spanning across multiple campuses and sites on Kaurna land in the western suburbs of Adelaide, Nazareth incorporates an Early Childhood Centre, Reception to Year 12 College, a Pathways & Partnership Centre, and a variety of community and engagement programs.

We provide learning that is holistic, inclusive, lifegiving, and lifelong. Our promise is that students will find their chosen pathway and graduate knowing they matter absolutely, have the power to make the world a better place and influence positive change.

A strong partnership between staff, children and families ensures we are all striving for the same outcomes.

Families are at the heart of our faith and learning environment and we are committed to building community through nourishing family life. It's not just students who get to experience what Nazareth has to offer, as we coordinate a range of programs and initiatives to support and celebrate all members of our community including early learners, graduates, parents, seniors and friends.

At Nazareth we invite our community to a deeper understanding of God through authentic, engaging, and life-giving experiences.

From the Early Childhood Centre to Year 12, we are continually examining the needs of young people as we prepare them for life as critical, informed and motivated contributors to the local community and beyond. In our community diverse cultures and religions are recognised and embraced. We embrace a contemporary approach to faith and learning, where innovation, technology and our environment enable both students and staff to be at the forefront of education.

Grounded by our Catholic beliefs, we aspire to be a living experience of Church, with every family and member of our community at the heart of what we do each and every day.

At the centre of Nazareth's vision is a community who, in partnership with Parish, gathers in prayer and celebration, with the Eucharist, from which it draws its inspiration, as the focus. The Christian message, together with the Catholic traditions and practices, is evident in contemporary, relevant, and diverse gatherings.

At Nazareth every single student and their family is known and celebrated for their unique gifts and talents, and it is our mission to help each young person in our care, seek their passions and follow them.

Position Title:	Learning Diversity Education Support Officers
Grade:	ESO Grade 1 – ESO Grade 3 (based on experience)
Employment Type:	Permanent
Appointment:	ASAP
Hours per Week:	Negotiable (part time for full time)
Weeks per Year:	41
Campus Location:	Flinders Park and Kidman Park

POSITION OVERVIEW

The Learning Diversity Education Support Officer has a significant responsibility in supporting the educational program for students with additional needs. They are required to support the aims and philosophy of the College by making a positive contribution to the educational wellbeing and mental health of students.

The Learning Diversity Education Support Officer will support students with specific learning needs or disability in the mainstream classroom and specialised areas. They will work under the direction and collaboratively with the 7-12 Learning Diversity Coordinator, Learning Diversity Teachers, subject teachers and other Education Support Officers to ensure that pathways for students are developed and students achieve successful learning outcomes.

KEY WORKING RELATIONSHIPS (INTERNAL)

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| • Principal | • Learning Diversity Teachers and subject teachers |
| • R-12 Deputy Principal | • Learning Diversity ESOs |
| • Heads of Campus | • Staff |
| • 7-12 Learning Diversity Coordinator | • Students |
| • Middle and Senior Inclusive Education Coordinators | • Families |
| • Learning Diversity ESO Coordinator | |

KEY WORKING RELATIONSHIPS (EXTERNAL)

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| • Catholic Education South Australia (CESA) personnel | • Other agencies/ departments and necessary |
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KEY RESPONSIBILITIES/DUTIES

As the Learning Diversity Education Support Officer at Nazareth, you will work in accordance with the Vision, Mission, Values and Aspirations of the Nazareth Strategic Plan.

Specific Responsibilities:

- Provide support to students by assisting students with specific learning requirements and needs, as directed by the 7-12 Learning Diversity Coordinator, Inclusive Education Coordinators, Learning Diversity ESO Coordinator, Learning Diversity Teachers and subject teachers.
- If required, provide daily personal care support, such as toileting, oral eating and drinking, transfer and positioning for students with additional needs.
- Support teachers with adjusted task design, classroom activities, assignments and or materials and best practice to engage and include key students.
- Provide individual support for students inside and outside the classroom, as directed by class and subject teachers, to enable students to fully engage and participate in the learning activities.

- Assist with physical therapy appliances as instructed (e.g. weighted sensory equipment, body brace, leg braces, secure upright walker, standing frame etc) for the purpose of supporting the student to meet their therapy goals, according to the Individual Education Plan.
- Assist students in and out of wheelchairs; transport students in their wheelchair in and around the College and on excursions for the purpose of ensuring the students get to and from school and to the designated places safely.
- Work collaboratively with other staff to help write Individual Education Plans.
- When directed, work collaboratively with other professionals such as Speech Pathologists, Occupational Therapists, Behavioural Therapists, Psychologists etc.
- Support student's participation, personal care needs, and activities of daily living while on overnight camps (toileting, showering, transfer and positioning, eating/drinking, dressing, participating in activities).
- Assist the school to maintain appropriate Data and evidence for the NCCD.
- In conjunction with and under the direction of the Inclusive Education Coordinators, 7-12 Learning Diversity Coordinator and the Learning Diversity Teachers, support students with emotional or behavioural challenges and help develop their social skills.
- Utilise resources from outside agencies such as Novita, Down Syndrome SA, Autism SA, when required.
- Assist with the implementation of remedial educational programs such as Mini Lit, Multi Lit and Mac Lit, or Catch-Up Maths etc to support students with their learning.
- Under the direction of the subject teacher, adjust classroom activities, assignments and or materials for the purpose of supporting and reinforcing Individual Education Plans.
- Attend meetings and in-service presentations when required.
- Provide support and supervision for students during assigned periods such as lunch, classroom, after school, restroom, excursions, camps, assemblies etc.
- Perform clerical tasks such as keeping student information up to date, photocopying, filing, data entry.
- Carry out other duties as determined by the Principal, R-12 Deputy Principal, Heads of and 7-12 Learning Diversity Coordinators

ESSENTIAL PROFESSIONAL AND PERSONAL SKILLS

As the Learning Diversity Education Support Officer at Nazareth you will have:

- Relevant experience in providing personal care for student with additional needs.
- Hold, or are currently working towards completion of, relevant qualifications.
- Have current qualifications, or be willing to obtain, in the following:
 - Personal Care/Continence Care training
 - Transfers and Positioning Support (TAPS) training
 - Oral Eating and Drinking Support (OEDS) training
 - Disability-related training to assist professional development

Have the ability to:

- Display initiative, discretion, self-direction, and the ability to work unsupervised on set tasks.
- Complete set tasks accurately and on time.
- Work within time constraints and manage deadlines efficiently.
- Be flexible and adaptable in their approach to work practices and management strategies.
- Develop effective, cooperative, and collaborative working relationships.
- Encourage positive team commitment and contributions thorough his/her own commitment, enthusiasm, and energy.
- Work effectively within a team environment to ensure all critical functions of the College are undertaken.
- Maintain discretion and confidentiality in respect of all information relating to the College.

Be able to demonstrate:

- Patience and flexibility when dealing with a range of situations and people, including the ability to respond to student and staff needs.

- Efficient organisational skills and initiative.
- Effective skills with the Microsoft Office Software Package.

Possess:

- An understanding of the Catholic ethos and be supportive of the College's values and expectations with particular attention given to the Vision and Mission Statement of the College.
- A willingness to adhere to CESA policies, including the Code of Conduct.
- Excellent interpersonal and communication skills.
- An understanding of and adherence to the requirements of the Privacy Act in relation to staff, students, and families in the Community.
- Sound verbal and written communications skills.

Display:

- A commitment to continuous learning and service of the highest standard.
- Flexibility and adaptability in approach to work practices and management strategies.
- Excellent personal grooming and business/professional presentation complying with the College's dress code.
- A willingness to always represent the College in a friendly and professional manner.
- A commitment to questioning processes and practices in pursuit of continuous improvement.
- A commitment to professional and personal wellbeing.

Additional information and requirements

- Some additional hours of work may be required.
- You will be required to hold the following certificates:
 - Working with children check
 - First Aid
 - Responding to Risks of Harm, Abuse and Neglect – Education and Care

WORK HEALTH AND SAFETY

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