JOB DESCRIPTION & PERSON SPECIFICATION

Education Support Trainee

College Department	Teaching
Position:	Full-Time Education Support Trainee
Tenure:	12-month period
Commencement:	As per Employment Agreement

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

(Expected outcome and how it is achieved.)

The Education Support Trainee will provide support to teachers in a classroom environment to ensure the smooth, efficient running of their programs. This position will provide support to students with special needs under the direction of a classroom teacher to enhance educational outcomes for students.

2. Reporting / Working Relationships

(To whom the person reports, staff for whom the person is responsible and other significant connections and working relationships within the College.)

The Education Support Trainee reports to the Head of Junior School through the Classroom Teacher. The role requires daily contact with parents / care givers, staff and students.

All staff members are ultimately responsible to the College Principal.

3. Special Requirements

The role requires the Education Support Trainee to complete a Certificate III in Education Support. Time will be provided during work hours to complete study however, there is an expectation that study may also be completed during non-work hours.

A probation period of three months will apply.

4. Extent of Authority

The Education Support Trainee works under the direction of the Classroom Teacher.

The Education Support Trainee will abide by College policy and procedures and perform all reasonable duties as requested by the Senior Management Team.

5. Statement of Key Outcomes & Associated Activities

(Grouped into the Key Result Areas (KRAs), and as major areas of responsibility and activity.)

The role of the Education Support Trainee encompasses activities within the following Key Result Areas (KRAs):

Student Support

Education Support

First Aid & Health Services

The responsibilities of the Education Support Trainee in each KRA include:

Student Support

- Provide student supervision in conjunction with the teacher as required
- Provide educational assistance to students under the supervision of the teacher
- Observe student learning and behaviour and pass on concerns to the teacher
- Support student learning as directed by the teacher
- Assist the teacher in maintaining positive communication with parents/carers

Education Support

- Assist with preparation of class resources under teacher direction
- Assist with filing of student information
- Assist with classroom organisation including setting up and tidying

First Aid & Health Services

- Provide assessment of a medical condition within the capabilities of training and qualifications and be able to administer assistance accordingly
- Liaise with all relevant personnel within the College community, external agencies and the wider community as the role necessitates
- Have a full knowledge and understanding of emergency procedures, College policies and the legal requirements associated with providing a safe environment for students and staff, and then be able to implement strategies to meet all requirements
- Document any incidents relating to child welfare & safety

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Completion of Year 12
- South Australian Working with Children Check for paid employment
- First Aid qualifications (will be undertaken as part of the Certificate III)
- Approved Mandatory Notification training (this can be organised by the College)
- Valuing safe communities (this will be organised by the College)

2. Personal Skills, Abilities & Aptitude

The skills, abilities and aptitude of the Education Support Trainee must reflect the professional management of all aspects of student support and care including the handling of sensitive files and data. These encompass the following:

Skills

- High level skills in Microsoft Office
- Organisational and time management skills including the ability to cope with high volumes of work, changing priorities and meeting critical deadlines
- Well-developed communication skills (phone, email, verbal, written correspondence)
- Demonstrated high level literacy skills
- Interpersonal skills that portray a welcoming atmosphere, friendly disposition and helpful nature

Ability to

- Work cohesively in a team environment as well as working autonomously where required
- Use diplomacy, discretion and tact as required in a professional work environment
- Operate with the strictest of confidence
- Provide positive, enthusiastic support to staff, students, parents and members of organisations associated with the College

Aptitude

- A personal commitment to the College Vision, Mission and values underpinning the delivery of a Christian based education to students in the College community is essential
- Have a full understanding of how to securely handle and manage the personal data of staff and students in a school environment
- Be a lateral thinker, proactive and be prepared to undertake an innovative approach
- Have an interest in supporting others and providing exceptional levels of service to students
- Have a natural affinity with people and developing successful relationships

PERSON SPECIFICATION

3. Experience

- Experience in working with young people (desirable)
- Experience with the Microsoft Office and Google Workspace (desirable)

4. Knowledge

- Basic understanding of the Classroom Support field

5. Classification Level

The classification level is provided under the conditions of the Educational Services (Schools) General Staff Award and the Australian Apprenticeships Incentives Program.

6. Work Health and Safety

- Comply with the College's WHS Policy
- Take reasonable care for your own health and safety
- Take reasonable care for the health and safety of co-workers and ensure that your actions do not put anyone at risk
- Use and maintain equipment properly
- Ensure that your work area is free of hazards
- Report safety incidents
- Co-operate with St Martins Lutheran College in anything that you are required to do in order to ensure a safe workplace including:
    - notifying your supervisor of actual and potential hazards
    - wearing or using prescribed safety equipment
    - carrying out work in a safe manner
    - following health and safety instructions
    - taking notice of signs
    - adhering to speed limits
    - participating in safety training

APPROVAL

Job Description & Person Specification Approved

Alan Connah

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Principal (Print Name) (Signature)

Date:

Acknowledged by Person Selected

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(Print Name) (Signature)

Date: