



Annesley Junior School

POSITION DESCRIPTION

TITLE OF POSITION:	Education Support Officer
RESPONSIBLE TO:	Principal and Deputy Principal
KEY WORKING RELATIONSHIPS:	Principal, Head of Primary Years, Teaching Staff, Students/Families
EMPLOYMENT STATUS:	This is a casual support role working approximately 20 hours per week during term time
CONDITIONS:	Annesley College Workplace Agreement

ORGANISATIONAL OVERVIEW

Our success as a school is built upon the three pillars in our Blueprint for Success. We are a team of Leading Professionals who are Student Centred with a focus on Diverse Learning.

Our Vision: We are nurturing creativity and curiosity in young learners to build resilient and empathetic global citizens ready for now and beyond.

Our Mission: Annesley Junior School is a caring community, committed to genuine partnership with families. We deliver high quality inquiry-based learning within a Christian environment for girls and boys. We have a rich heritage, distinct focus on teaching values and a future focused on innovation.

At Annesley, our dedicated team has a clear focus on developing our students' strengths, passions and skills. We empower every student to become active and aware global citizens by instilling a passion for life-long learning as part of a distinctive value-based education. We believe children are capable now not just in the future.

Annesley is proud to be a Christian school.

Expectations of Staff

- Work collaboratively to develop the strengths, passions and skills of all students from ELC to Year 7
- Foster and inspire different approaches to stimulate students empowerment and a love of learning
- Engage with the school community in the purpose and practice of learning
- Commit to the Christian ethos of the school and show respect of other religions/spiritual expressions

Personalised Learning Team

- Foster a supportive and respectful learning environment which enhances student learning through inquiry and through the development of relationships inspired by the School's values
- Promote excellence and cater for the personalised learning needs of all students
- Ensure the curriculum is culturally inclusive and promotes each child as a global citizen
- Support the teachers in the implementation of the curriculum
- Provide supervised instructions under teacher direction of individual or small groups

Student Well-being

- Identify and support personalised learning needs, conferring with the teaching staff
- Contribute to ongoing documentation of students to meet the personalised needs of students
- Provide support when affiliated professional's assistance is sought
- Take actions to promote and uphold the wellbeing of all students

Professional Practices

- Establish effective communication and co-operative working relationships with all colleagues
- Maintain procedures and policies outlined in the Staff Handbook and Junior School Documents
- Ensure the school environment is safe and in accordance with the Workplace Health and Safety Regulations
- Participate in staff and team meetings and school functions as required
- Maintain professional confidentiality at all times
- Be flexible with work schedule as required
- Keep up to date in new advances in curriculum development and educational thinking
- Contribute to the professional learning of our community by sharing knowledge, ideas and resources

Capabilities and Behaviours

- Demonstrates personal passion and interest in empowering children
- Encourages effective collaboration across student, staff and community groups
- Lives and promotes the values of the Junior School in self and students
- Uses a wide range of strategies to support students develop their strengths, skills and passions
- Uses digital technologies to promote and document learning and as an administrative tool
- Has excellent time management skills, an ability to prioritise workload and demonstrate initiative
- A team player with hands on approach, is flexible and fosters a culture of openness and transparency

Knowledge and Experience

- Experience in supporting the implementation of personalised learning programs
- Experience in working effectively in a team of staff, with effective communication and collaboration
- Knowledge of the IB Primary Years Program desirable
- Experience working with students with additional needs is desirable

Qualifications and Requirements

- A Diploma in Children's Services/Education Support or a Bachelor of Education or equivalent –
- Current – DCSI criminal history check
- Current - Responding to Abuse and Neglect Training
- Current - First Aid for Schools