SUNRISE Christian School

Job & Person Specification: Education Support Officer

Position Details

REPORT TO:	Principal
FTE:	As negotiated
CLASSIFICATION LEVEL:	Grade 2

Job Specification

Adelaide Christian Schools (ACS) is a community of schools, both nationally and internationally. These schools provide an education of academic excellence consistent with the teachings of the Bible, to children of many Christian denominations. They teach and train students in all aspects of life in such a way that God is seen as the centre of everything. They are an extension of the home and help parents fulfil the God-given mandate to bring up their children in His ways.

The primary corporate service functions of ACS are based at the Kings Park office for Sunrise schools, international schools, and ELCs.

The Education Support Officer position is based at Sunrise Christian Schools and is accountable to the Diverse Education Coordinator.

Position Overview

Position Summary	The Education Support Officer (ESO) is accountable to the Principal and works under guidance from the Diverse Education Coordinator and classroom teachers to provide one-on-one or small group student assistance to facilitate their learning. Primarily the ESO is responsible for ensuring that the student's learning needs are met in a specific area as directed by the appropriate teacher. The ESO provides support to the classroom teachers in the provision of learning support services including assisting the teacher with individual children or small groups, making learning resources, photocopying, and assisting with general supervision as required. This requires a competency in understanding the curriculum used in the classroom, relating with teachers and children,

	creating and constructing learning resources, and displaying children's work in creative and visually pleasing ways.
Reporting / Working Relationships	• ESO's are accountable to and under the direction of the Principal or delegate. The principal provides educational leadership for the school and sets the general direction and ethos for all staff, students and community members. • ESO's should maintain and foster positive relationships with all staff.
Special Conditions	• Some out of hours work may be required.

Key Responsibilities

KEY RESPONSIBILITIES	RELATED TASKS
Working with individual students	• Assist the teacher by working alongside individual students in the classroom to scribe. • Supervise individual testing or listen to reading. • Assist the teacher by providing extra practice for a child to help them understand a concept that has been taught. • Facilitate and implement a learning program as developed by the appropriate teacher. • Record and assess student progress.
Working with small groups	• Assist the teacher by working with a small group of students to reinforce or practice what has been taught by the teacher. • Assist the teacher by working with a small group of students providing extension activities organised by the appropriate teacher or health professional. • Supervise testing, group reading or problem-solving activities. • Facilitate and implement a learning program as developed by the appropriate teacher. • Record and assess student progress.

	• Participate in parent/teacher meetings in relation to individual students when required.
Making learning resources	• Create learning resources as required and directed by the teacher.
Set up displays	• Assist the teacher by setting up curriculum displays in the classroom. • Assist the teacher by displaying children's work in the classroom or in other areas of the school. • Design and create appropriate labels for displays.
Classroom support	• Assist the teacher with marking. • Assist the teacher with photocopying. • Assist the teacher with supervision of designated activities within the curriculum.
Other duties	• Assist other school staff with the supervision of students at times as required. • Undertake any other duties as reasonably directed.

Person Specification

Essential Minimum Requirements

Qualifications	• While no formal qualifications are required, relevant experience will be highly regarded.
Compliance	The following mandatory training and certifications are required: • A current satisfactory WWCC (Working with children check) will be required at commencement of employment. • Proof of completion of Responding to Risks of Harm, Abuse & Neglect will be required at commencement of employment. • Sexual Harassment Awareness Training. • Protective Practices Training.

Experience	• Experience in working as part of a team.
Knowledge	• Knowledge of the Sunrise School community.
Skills & Abilities	• Excellent interpersonal and communication skills to successfully engage with persons from a wide variety of backgrounds. • The ability to work with all levels of staff and management. • The ability to work as a member of a team in a manner that fosters the support and co-operation of team members. • The ability to complete variable workloads to a high standard. • Proficiency and application in the use of Word and Publisher. • Ability to work autonomously once tasks are delegated. • Ability to prioritise, demonstrate initiative and take a proactive and flexible approach to tasks.
Personal Attributes	• An ongoing commitment to the Lord Jesus Christ as Lord and Saviour, consistent with the Biblical standards of Adelaide Christian Centre. • An established faith and active involvement in a local church. • A proven lifestyle founded on Biblical Christian principles. • A life that demonstrates the indwelling of the Holy Spirit. • A willingness to affirm the foundation statements and principles promulgated by the School and ACS. • A Christian with a strong commitment to Christian Education and a determination to serve God in a Christian school community.

Desirable Characteristics

Qualifications	• Certificate III in School Based Education Support is desirable.
Compliance	• Current First Aid and CPR trainings.
Experience	• Experience in working with children of all ages. • Previous experience in a school assistant role would be an advantage. • Previous experience in a classroom environment.
Knowledge	• Knowledge of the operation of a Primary and Secondary Educational Facility. • Knowledge of the Sunrise phonics curriculum.

The requirements of this job and person specification are intended to describe the general nature and responsibility of work in this job. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the job. This job and person specification should be read in conjunction with the employee's current Employment Agreement and the Enterprise Agreement. Employees will also be required to follow any other job-related instructions and school policies, and to perform other job-related duties requested by their Manager. The Principal may, through consultation with the employee, vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.

Authorised by: _____ Date _____
Principal Sunrise Christian School

Accepted by: _____ Date _____
Applicant