

## **EDUCATION SUPPORT OFFICER LEVEL 1**

The role of the Education Support Employee is:

- To assist in the facilitation of the School Vision and Mission in the area of Students with Disability
- To assist the principal and classroom teacher in caring for children with specific needs in our school community
- Be part of the school community, and as such is expected to act in a manner that supports the Christian ethos of the school.
- Respect confidentiality at all times, and refer queries or concerns to the class teacher or the Principal.

### **Specific Responsibilities**

- Liaise with the principal, classroom teacher and support staff in regard to students needs.
- When the student with special needs is away Education Support officer are to liaise with the class teacher to provide assistance for other children in the classroom.
- Follow short and long term goals of the Integration I.LP. to direct the focus of classroom and playground activities for the child and assistance given to the teacher.
- Work in collaboration with the classroom teacher to provide programs to suit the needs of the child being assisted. The teacher may direct an officer to work 1:1 with a student or work in a small group situation.
- Education Support Officer's time is to be directed to assisting the child in specific areas of needs such as Literacy, Numeracy, Social Skills etc as outlined in the Individual Learning Plan.
- Attend Parent Support Group Meetings (PSG).
- Keep a diary to assist in the assessment and evaluation of the program by providing information based on work and observations.

### **Classroom Support**

- Undertake work as directed by the principal and the classroom teacher by following the Individual Learning Plan (ILP).
- Be aware of the student's special needs within the classroom and specialist learning classes.
- Consider the use of resources available from both within and outside the school, to assist in the implementation of the program.
- Under the guidance of Learning Adjustment Leader and classroom teacher support the LLI program

### **Professional Development**

- Attend PD sessions in regards to Student support as organised by the school/community/DOSCEL
- Make principal and classroom teacher aware of any new initiatives and resources recommended through PD or Professional Reading

### **Accountability**

The appropriate, correct and efficient undertaking of the above tasks will form performance measures that can and will be referred to in ascertaining successful completion of duty. The performance measures will also provide information to be utilised in the Annual Review Meetings.