

## Job Description

<b>Role Title</b>	Education Support Officer - Curriculum
<b>Flexible Learning Centre</b>	Edmund Rice Flexi School
<b>Network</b>	EREA Oscar Romero Flexi Schools Network
<b>Location</b>	Elizabeth
<b>Report</b>	Head of Campus /Network Principal
<b>Contract</b>	Part-time, Term-time, On-going
<b>Hours of Duty</b>	8:30am – 2:30pm, Monday to Thursday
<b>Probationary Period</b>	6-month probation in accordance with the EBA
<b>Band/Wage Scale</b>	In accordance with <i>South Australian Catholic Schools Enterprise Agreement 2017</i> . ESO – Curriculum - Grade 2

***Aboriginal and Torres Strait Islander people are encouraged to apply.***

### Background:

EREA Flexi Schools is an initiative of Edmund Rice Education Australia. The Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education program for young people who have disengaged from mainstream schooling. Young people typically express a broad range of complex education and social needs and the FLCs respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

### Principles of Operation (Respect, Participation, Safe & Legal and Honesty):

A primary responsibility for this role is to maintain fidelity to Operation by Principle and the best practice guidelines as articulated in the Youth+ Foundation and FLC Occasional Papers (available on the website [www.erea.edu.au](http://www.erea.edu.au) ).

### Primary Role:

The Education Support Officer - Curriculum reports to the Head of Campus and is responsible to the Network Principal, EREA Oscar Romero Flexi Schools Network (ORFSN). He/she has delegated responsibility to support and maintain learning and social inclusion responses of the site. This includes but not limited to:

1. Assisting Teachers with the delivery of effective learning and teaching programs for young people in both middle and senior phases of secondary education.
2. Contributing to the development and implementation of the FLC's objectives and planning.
3. Contributing to the establishment and maintenance of a supportive school environment.
4. Supporting staff in providing resources for activities/programs for young people.
5. Assisting Teachers/Youth Workers with the supervision of young people on excursions, sports day and other classroom activities.
6. Working collaboratively with staff to provide a safe, conducive work environment; and
7. Operate within the context of EREA Flexi Policies and Procedures.

## Education, Training and Experience:

- A minimum of 3-5 years' experience with disenfranchised youth, in an education setting – **essential**;
- Year 12 completion (or equivalent);
- Working with Children Clearance (DCSI clearance) and Catholic Clearance Letter – or ability to gain a Catholic Clearance through the Archdiocese of Adelaide – Police Unit.
- A current unrestricted drivers licence.

### **Desirable**

- Certificate III or higher in Education Support.

## Key Performance Indicators:

### **Position Responsibilities**

- Assist Teachers with classroom engagement;
- Assist the teaching team with classroom resources;
- Assisting with young people supervision;
- Support identified young people with learning barriers, including intellectual, physical, emotional and behavioural difficulties, to engage in a range of learning activities both inside and outside the classroom;
- Communicate with Teachers about the young person's progress and areas of need;
- Inform the Head of Campus on any welfare issues that may arise with young people;
- Develop professional relationships with program participants based on trust and respect, which utilises a strengths-based approach;
- Role model behaviour in line with the EREA Historic Youth+ Flexi Schools Foundation Statement; and
- Participate in meetings, both internal and external as required.

### **Meeting Professional Standards and Development**

- Complete the Site Induction program in full;
- Undertaking professional development as requested;
- Attend and participate in the Northern FLC staff training days as required;
- Maintain a professional standard of conduct, reliability and communication at all times in accordance with the EREA Code of Conduct 2020 and other relevant Policies and Procedures.

### **Organisational Functions**

- Actively support the mission, vision and values of EREA Flexi Schools in the performance of all roles and functions;
- Ensure that all actions support the good reputation of EREA Flexi Schools and assist to build a positive perception of the Edmund Rice Flexi school with all stakeholders including young people, community groups, employers and visitors;
- Actively participate in and support the Edmund Rice Flexi School's corporate functions including;
  - Occupational Health and safety;
  - Strategic Planning; and
  - Providing excellence in customer service.

## Skills and Knowledge:

- Knowledge of the causes of educational disengagement and barriers young people in the region face in achieving a year 12 or equivalent qualification;
- Ability to role model and provide a positive influence to all young people;
- Capacity to establish and maintain effective interpersonal relationships with staff at all levels and to work as a team member to achieve positive outcomes;
- Ability to work with a wide range of industry stakeholders;
- Willingness to undertake professional development and to pursue continuous improvement;
- Organised and able to work independently to achieve the goals of the role;
- Capacity to work within timelines and to complete assigned tasks within set timeframe;
- Ability to maintain organisational confidentiality; and
- Good level of IT skills.

## Duties and Responsibilities:

Typical duties and responsibilities include but are not restricted to:

### 1. General Requirements

- Assist each student to reach his/her personal and career goals through individual encouragement and high-quality training methods;
- Assist the Teachers to prepare for each session as per the approved PLP for each young person;
- Immediately advise the Head of Campus or Teacher/Youth Worker of any concerns or issues;
- Assist with supervision of young people on excursions, and other outings organised by Edmund Rice Flexi School in collaboration with Teachers/Youth Workers; and
- Document all internal and external communication in accordance with EREA Flexi Schools policies and procedures.

### 2. Professional Standards

- Create and maintain supportive and safe learning environments;
- Engage professionally with colleagues, parents/carers and the greater community;
- Demonstrate professional standards of presentation, reliability and punctuality including;
  - Notify the Head of Campus of any planned or unplanned absence including sick leave as soon as possible via the approved communication means.
  - Maintain a high level of interpersonal communication skills at all times actively demonstrating courtesy, tolerance and professionalism in all interactions; and
- Provide standard professional services independently within defined organisational parameters.

### 3. Organisational Functions

- Commitment to working under the four principles of operation: Respect, Safe and Legal, Honest and Participation. The principles establish a “common ground” among staff, young people and families,
- Actively participate in and comply with the Health and Safety systems, policies and emergency procedures in place throughout the organisation including;
  - Promptly and accurately reporting all hazards, accidents, incidents and near misses, using the approved notification method;
  - Ensuring the safe use and maintenance of appropriate equipment including Personal Protective Equipment (PPE) for self and students;
  - Maintaining a current knowledge of emergency evacuations procedures and participating positively in drills and training sessions;

- Make recommendations for improvements in health and safety.
- Participate positively in marketing and business development opportunities and events;
- Be aware of and participate in strategic planning process including making suggestions through the Manager – Community Partnerships and Wellbeing for improvements or new business opportunities;
- Actively work with colleagues to build positive relationships and teamwork across the site;
- Ensure that all information related to the operations, stakeholders, staff, young people, business or any other related activity is maintained as confidential and may not be disclosed to any third party without the express written permission of the Network Principal. A breach of confidentiality is a serious misdemeanor and will be addressed through the EREA Flexi Schools Performance Management Policy and Procedure.
- Agree that the intellectual property for any works created during and in the course of employment and the entire copyright throughout the world are owned by EREA Flexi Schools and
- Perform other duties as requested, in a timely, professional, empathetic, accurate manner and in accordance with the EREA Flexi Schools Policies and Procedures.

**4. Administrative Responsibilities**

- Maintains appropriate records and prepares reports as required.
- Maintains records on the database.
- Support the development of personal learning plans.
- Participates in YP cross agency meetings as required.

**5. Other identified duties specific to the role in this Flexible Learning Centre**

- Carries out duties and tasks that may be reasonably assigned by the Head of Campus/Network Principal from time to time. The Education Support Officer may be directed to carry out such duties as are within the limits of his/her skills, competence and training.

**Job Description Acceptance:**

I, (print name) ..... have received, reviewed and fully understand the Job Description for an Education Support Officer – Curriculum – EREA Edmund Rice Flexi School. I further understand that I am responsible for the satisfactory execution of the essential functions described therein.

Signature: ..... Date: .....