



Information for Potential Applicants

Thank you for your interest in this position.

Attached you will find the Position Information Document relating to this role.

The panel will draw up a shortlist of applicants for interviews based on applications, and where necessary, referee reports.

If you decide to apply, your application should include a cover letter, your Curriculum Vitae/Resume and a brief Context Statement addressing the Position Information Document. You must also complete the Applicant Declaration Form located at:

http://www.tenison.catholic.edu.au/_files/d/12351/ApplicantDecForm.pdf

Please include a list of 2-3 referees with contact phone numbers. It is essential that you seek your referees' permission and ensure they are willing to speak about you in relation to this position.

Email applications should include the relevant Job Title in the subject line and be sent as ONE DOCUMENT to denym@tenison.catholic.edu.au by the closing date.

Alternatively, please forward four copies of your application by post to:

Mary de Nys
HR Officer
Tenison Woods College
PO Box 965
Mount Gambier SA 5290

Applications close 1.00pm, Friday, 7 June 2024

We will send an email advising you that we have received your application and then you will either receive a phone call requesting that you attend an interview, or an email advising you have not been shortlisted.

The process, from the closing date of applications through to shortlisting and interviews, will usually take approximately two to three weeks.

On behalf of Tenison Woods College I thank you for your interest and effort, and I wish you well should you decide to proceed with your application.

Yours sincerely

Mary de Nys
Human Resources Officer/Principal's Assistant



Position Information Document (PID)

Tenison Woods College is situated in Mount Gambier SA, approximately 440 kms from Adelaide. Based on the Mercy and Marist charisms, the College has a strong commitment to creating positive futures for all students through its motto of "Let Your Light Shine".

The College has an outstanding reputation for its innovative curriculum, pastoral care of students, staff and families, advanced technologies and modern facilities. Staff thrive on the leadership and professional development opportunities provided by the College and enjoy the benefits of working in a well-resourced and exciting learning environment which caters for over 1,500 students.

Classroom Support Education Support Officer (ESO)

Status:	This is a replacement position working within the Middle School of Tenison Woods College.
Commencement date:	Term 3, 2024 (22 July 2024)
Area of appointment:	Middle School
Position Reporting to:	Principal, Head of Middle School, Middle School Pathways Coordinator
Employment Requirements:	<p>A probationary period of 3 months applies to this appointment. With the consent of the employee, this may be extended for a further period.</p> <p>Applicants must have the ability to relate with children and adolescents in an educational setting and understand the complexity of a school as an organisation. They must be prepared to support the Catholic ethos of the College and participate in our Pastoral Care Program.</p> <p>As an employee at the College, you will be expected to support our aims and philosophy by your conduct and interactions with the school community and by being an example of the Christian virtues. You must also ensure that at all times you avoid injury to the religious susceptibilities of the Catholic school community.</p>

Role Description

The Education Support Officer provides classroom and special needs support which contributes to the educational outcomes for students within our school.

The successful applicant should:

- Have experience working with students/young adolescents who require extra support to learn or engage.
- Have the ability to work one-on-one or in small groups to complete set tasks.
- Have the ability to engage with young adolescents and manage behaviour with the assistance of teaching staff.
- Demonstrate a high level of personal integrity and conduct.
- Demonstrate problem solving and recommend practical solutions to problems.

- Demonstrate sound communication skills to maintain positive working relationships with a wide variety of stake holders including addressing issues with patience and diplomacy.
- Display excellent organisational skills and an approach to work which emphasises accuracy and thoroughness.
- Work without supervision, to cope with high volumes of work, deal with competing demands, set and meet deadlines, determine priorities and organise activities to provide efficient services.
- Work collaboratively in a team environment, contribute to and encourage a culture of teamwork and take a shared responsibility for achieving results.
- Carry out a complex array of tasks, maintain confidentiality and cope with fluctuating workloads.
- Participate in relevant training and development activities.
- Have the ability to initiate and implement workplace change, particularly in relation to the identified evaluation of improved work practices.
- Develop a sound working knowledge of operations, systems and processes.
- Utilise Microsoft Office suite packages, including Word, Excel, Access, Outlook and Internet Explorer.
- Support the development and maintenance of a best practice WHS culture within the workplace.
- Participate regularly in professional learning opportunities, courses and programs.
- Attend all meetings and professional activities as required.
- Maintain effective involvement in the general Pastoral Care Programs and structures of the College.
- Ensure that confidential information is handled appropriately.
- Exercise a Duty of Care of all times.
- Demonstrate and apply knowledge of all Work Health & Safety (WHS) Procedures. Complete compulsory WHS training as required.

Key areas of work

Workload allocation and priorities for classroom support are managed using a flexible timetable. The incumbent provides support for teaching staff, coordinators, and senior staff across the school by:

- Working with students in small groups or individually in the areas of literacy and numeracy.
- Administering student tests under the direction of the teacher.
- Working cooperatively with staff, parents and students to maintain a cohesive environment within the school community.
- Liaising with teachers, parents, visiting support teachers and consultants.
- Assisting students to research and produce project material.
- Taking children off the school site in the bus to complement the program including excursions.

The incumbent provides curriculum support for targeted Students with special needs and students with other specific learning challenges by:

- Procuring and preparing resources to support the program.
- Establishing a positive rapport with students as well as improving student's self-esteem.

The incumbent will need to demonstrate willingness in the following areas:

- Commitment to upholding the Catholic ethos of the College.
- Willingness to comply with the Tenison Woods College Child Protection Policies and Practices.
- Willingness to comply with the OHS & W policies and procedures at the College and to undertake relevant training and induction programs.

Specific skills and abilities

The incumbent will need to demonstrate:

- The ability to organise, plan and manage time effectively.
- The ability to work independently, make judgements and show initiative.
- The ability to operate various types of office equipment.
- Ability to maintain confidentiality.
- Ability to work with the school team to achieve common goals.
- Demonstrate interpersonal and communication skills with a wide range of people.
- Demonstrated ability to establish effective working relationships with adults and young people from a diversity of backgrounds.
- Ability to plan and exercise initiative.

Specific requirements

Qualifications and Training

- Police clearance to work in Catholic Education SA
- Approved Responding to Risks of Harm, Abuse & Neglect (RRHAN-EC) training
- Approved First Aid training
- Perform any other duties as required from time to time by the Principal and Business Manager.

Your Responsibility

Once you have completed your application and additional information it will be your responsibility to ensure that:

- The role description has been addressed and you have demonstrated that you can carry out all of the duties of the position.
- You have thoroughly checked your application for accuracy and completeness.
- You have included the names, position title and telephone number of your three (3) referees.
- Your application is signed and reaches the HR Officer by **Friday, 7 June 2024 at 1.00pm.**

Please email your application (as ONE DOCUMENT) to Mary de Nys at denym@tenison.catholic.edu.au or alternatively, post your application to:

Mary de Nys
HR Officer
Tenison Woods College
PO BOX 965
MOUNT GAMBIER SA 5290
or via email to: denym@tenison.catholic.edu.au

Please Note:

This job description seeks to provide clarity and focus to the general role. It is not intended as - nor can it be - an all-inclusive list of every task that may emerge during the course of work, nor is it a static document. Nothing in this job description restricts management's right to assign or reassign duties and responsibilities to this job at any time.