

## POSITION DESCRIPTION

### Education Service Support Assistant (ESSA)

#### Primary School Classroom Support

<b>Title</b>	Education Service Support Assistant (ESSA)
<b>Primary Objective</b>	The Education Service Support Assistant supports the vision and values of the School's community and the School's tradition wherein respect is the foundation for all relationships. She/he works collaboratively with teachers, students and parents to meet the individual needs of students.
<b>Key Internal Relationships</b>	<ul style="list-style-type: none"> <li>• Principal</li> <li>• Assistant Principals</li> <li>• Head of Learning Support</li> <li>• Staff</li> <li>• School Psychologists</li> <li>• Students</li> </ul>
<b>Key External Relationships</b>	<ul style="list-style-type: none"> <li>• Regulatory Bodies and Educational Institutions</li> <li>• Parents</li> <li>• Subject Associations</li> </ul>
<b>Primary Responsibilities</b>	<p>Education Service Support Assistants work with a team to support students with additional learning needs. A flexible approach is required so that tailored strategies can be implemented to best support students. Whilst the Assistant reports to the Head of Learning Support, they also need to work closely with other members of staff, especially subject teachers. Encouraging students to develop a sense of responsibility towards their own education is a high priority. Support Assistants work in collaboration with teachers to support all students across all subject areas, including:</p> <ul style="list-style-type: none"> <li>• A small, specifically identified group requiring targeted instruction;</li> <li>• The broader range of students in the class or cohort;</li> <li>• An individual student, when implementing a particular aspect/s of their Individual Education Plan (IEP).</li> </ul>
<b>Other duties associated with the role</b>	<ul style="list-style-type: none"> <li>• Working in partnership with subject teachers, under their direction, to support student learning goals as identified in the IEP.</li> <li>• Attending to the care of the students, supporting their organisational skills, preparedness for class and access to the curriculum;</li> <li>• Working with students in the class setting, providing 1:1 instructional support, or assisting with modifying the curriculum where necessary under the guidance of subject teachers and/or the Head of Learning Support;</li> <li>• Working with students to enable them to use specialised augmentative communication and adaptive technology to</li> </ul>

	<p>enhance student access to the curriculum;</p> <ul style="list-style-type: none"> <li>• Providing support for a student’s academic learning, behaviour program, physical care, or social progress throughout the entirety of a school day, including class and recess times;</li> <li>• Undertake yard duty</li> <li>• Communicating with the subject teachers, giving feedback on student’s performance tasks, work habits, behaviour, and social interactions;</li> <li>• Assisting with the identification of student needs, skills and problems as they arise, and the evaluation of their progress, keeping the Head of Learning Support informed at all times;</li> <li>• Liaising with other support and teaching staff in order to maintain a comprehensive support program;</li> <li>• Facilitating social interaction and promoting independence with the students;</li> <li>• Attending meetings that discuss student’s progress, as required;</li> <li>• Undertaking various administrative duties, including: <ul style="list-style-type: none"> <li>○ Monitoring students’ progress and supporting the implementation of Individual Education Plans;</li> <li>○ Compiling notes on students’ learning progress and wellbeing.</li> <li>○ Logging evidence of adjustments provided to the student in relation to the Nationally Consistent Collection of Data (NCCD) requirements.</li> </ul> </li> <li>• Supervising special provisions arrangements as required. This involves providing support in assessment tasks and examination conduct, including: <ul style="list-style-type: none"> <li>○ Scribing;</li> <li>○ Supervision of extra time and rest breaks;</li> <li>○ Use of assertive technologies.</li> <li>○ Assisting with the timetabling of support classes.</li> </ul> </li> </ul>
<p><b>Professional Practice</b></p>	<ul style="list-style-type: none"> <li>• Attend training programs.</li> <li>• Attend team and whole staff meetings, as required.</li> <li>• Participate in an annual performance appraisal.</li> </ul> <p>The Support Assistant will be expected to carry out other duties from time to time that are broadly consistent with this position description or as directed by the Principal.</p>
<p><b>General Responsibilities</b> <b>Child Safety</b></p>	<p>The School has a zero tolerance of all forms of child abuse and actively works to listen to and empower students. The school has policies and processes in place to protect students from abuse and takes all allegations and concerns seriously, and responds in line with the organisation’s policies and procedures.</p> <p>Staff must adhere to the following:</p> <ul style="list-style-type: none"> <li>• A thorough understanding of all school policies, including Child Safety and Child Protection Policies and the Child Safety Code of Conduct for Behaviour with Children, as well as any other policies or procedures relating to child safety;</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in the provision of a child-safe environment for students;</li> <li>• Demonstrate a duty of care to students in relation to their physical and mental wellbeing.</li> </ul>
<b>Occupational Health and Safety</b>	<p>There is a responsibility, incumbent on all staff, to ensure that the regulations associated with Occupational Health and Safety are adhered to.</p> <p>Staff are advised that they are to:</p> <ul style="list-style-type: none"> <li>• Take reasonable care of their own safety and health, and the safety of others affected by their acts or omissions;</li> <li>• Report hazards, accidents or incidents (near misses) in accordance with agreed school procedures;</li> <li>• Follow established safe working procedures, instructions and rules;</li> <li>• Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the act;</li> <li>• Not wilfully or recklessly interfere or misuse anything provided in the interests of health and safety or welfare of others;</li> <li>• Not wilfully place at risk the health or safety of any other person in the workforce.</li> </ul> <p>The complete Occupational Health and Safety Policy may be viewed by accessing the Staff Policies and Whole School Policies tabs on the Learning Management Platform (Schoolbox).</p>
<b>Criteria</b>	<p>All applicants should be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• Alignment with the values and ethos of the school;</li> <li>• Commitment to the School's Child Protection Policy upholding the school's statement of commitment to child safety at all times;</li> <li>• High level of professional personal presentation;</li> <li>• Enthusiastic and highly motivated to contribute;</li> <li>• Ability to maintain high work standards with minimal supervision;</li> <li>• Ability to operate effectively in a changing environment;</li> <li>• Working With Children Check for Victoria and National Police Record Check Required.</li> </ul>
<b>Teaching Load</b>	Full time
<b>Tenure</b>	One year maternity replacement position with the possibility of extension, commencing October 7, 2024.

**This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the School's operations.**

## **Statement of Commitment to Child Safety**

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.

**Staff Acknowledgement**

I \_\_\_\_\_ have read the enclosed Position Description and understand the roles and responsibilities outlined within.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_