



The Springfield Anglican College

Position Description:

Education Support Officer - Primary

Appendix 2

Student Protection

Anglican schools support the rights of children and young people and are committed to ensure the safety, welfare, and wellbeing of students. Anglican schools are therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees. This commitment includes the provision of a safe and supportive living and learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

1. Position Details

Position Title:	Education Support Officer - Primary
Location:	Primary Campus
Status:	Term Time Only
Reports to:	Head of Primary
Last Reviewed:	April 2024

2. Essential Qualifications

Academic Qualifications:	Certificate III in Education Support or a relevant field – <i>essential</i>
Working with Children Blue Card:	A Queensland Working with Children Blue Card is a mandatory requirement for this role
Experience:	Experience as an Education Support Officer in a primary school context
Other:	First Aid and CPR qualifications - <i>essential</i>

3. Position Purpose

The Education Support Officer - Primary is responsible to the Head of Primary and contributes to the College's aims and philosophy of supporting and assisting teaching staff in the delivery of curriculum which is underpinned by clear expectations about high quality learning outcomes and standards. The Education Support Officer - Primary nurtures self-esteem, encourages self-reflection and develops compassion, respect, and tolerance in students so that they may build their lives in a school environment that values education within a sustaining and life-giving Christian community.



4. College Expectations

Staff at The Springfield Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's students
- Maintainers of the confidentiality of the team
- Facilitators of positive and productive College relationships
- Focused on participating in developing a culture of excellence
- Supportive of the effectiveness of the Executive Leadership Team

5. Domains of Professional Responsibility

The Education Support Officer - Primary is responsible for meeting the following professional responsibilities. The professional responsibilities should be read within the context of the Statement of Education Support, attached to this Position Description.

Student Protection - Commitment to the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures and Child and Youth Risk Management Strategy

The College is committed to the safety and wellbeing of students enrolled at the College and is committed to eliminating and minimising risks to child safety through its Child and Youth Risk Management Strategy. The Education Support Officer - Primary will demonstrate a commitment to Child Protection, supporting the rights of children and young people and is committed to ensuring the safety, welfare, and wellbeing of students. The Education Support Officer - Primary will model and encourage behaviour that upholds the dignity and protection of students from harm.

Commitment to the College Vision and Goals

The Education Support Officer - Primary demonstrates a commitment to the College aims and philosophy in holistic education and supports the College's worship and value-based approaches. All staff are actively encouraged to support and participate in the College co-curricular programs. The Education Support Officer - Primary will embrace change and actively build positive and productive relationships with children and their families.

The Education Support Officer - Primary exemplifies and promotes the delivery of quality teaching and learning. The Education Support Officer - Primary may be required to conduct any of the functions below, or a combination of these, as agreed at the outset of their employment and through reviews each school year.

Educational Support

The Education Support Officer - Primary supports the delivery of educational programs under the direction of teaching staff, liaising with relevant staff regarding timetables and working with children in the programs, either in their mainstream classes, learning enhancement or extension groups or during specialist lessons, individually or in small groups as required.



Supervision and Care of Students

The Education Support Officer - Primary creates a safe learning environment for all students by providing supervision during excursions, moving from class to class, in the playground and other outdoor activities. The Education Support Officer - Primary also administers simple first aid to children as required.

Resource Preparation

Under the direction of the Head of Primary or the Head of Teaching and Learning (Primary) and other stakeholders, the Education Support Officer - Primary prepares and maintains teaching and learning resources as required. The Education Support Officer - Primary provides administrative assistance including typing notes and work programs, photocopying teaching materials, collation, and duplication of exam papers, recording examination results, compiling student records, assisting in organising off-site activities and ordering of appropriate equipment as required.

General Classroom Duties

The Education Support Officer - Primary may be required to provide general administrative support to classroom teachers e.g. laminating or making charts or games and assists with College related occasions, e.g. parent evenings, open days, and special events.

Development of the College Community

The Education Support Officer - Primary contributes to the College's relationships with parents and other stakeholders, contributing to the development and implementation of the reporting system to parents of the College. The Education Support Officer - Primary models a high standard of personal behaviour and care to students. The Education Support Officer - Primary works collaboratively as a member of the team, participating in meetings, activities, and networks relevant to the position, and participate in co-curricular activities as appropriate.

Duty of Care

The Education Support Officer - Primary contributes to the College's duty of care for both staff and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Workplace Health and Safety and Child Protection Acts and relevant College policies and procedures. The Education Support Officer - Primary consults with other stakeholders to report and mitigate potential risks to staff and students.

Such other duties as may be required from time to time

All employees recognise and accept that multi-skilling is an essential component of employment with The Springfield Anglican College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency, and capability.

All employees recognise and accept to work in partnership with other members of the support staff team on a variety of tasks and in a range of contexts as required.



6. Selection Criteria/Competencies

The Education Support Officer - Primary will possess the following competencies, skills, qualifications, and experience:

- Supportive of independent education and the Anglican ethos and values of the College
- Possess a current Queensland Working with Children Paid Blue Card
- Certificate III in Education Support or a relevant field
- First Aid, Anaphylaxis and CPR qualifications
- Significant experience in an education support role in a primary school (Prep to Year 6) environment
- Willingness to exemplify and promote positive education support practices
- Positive attitude and a willingness to work with children
- Ability to follow a timetable
- Genuine interest in families and students
- Demonstrated sound personal qualities of tact, confidentiality, and reliability
- Ability to work with others both individually and as a member of a team
- Efficient organisational and support practices
- The ability to multi-task and to meet time deadlines
- The ability to remain calm when dealing with difficult student situations
- Speak positively to children and encourage them in their learning and social development
- Model a positive attitude to learning
- Willingness to undertake specific training to enhance student support as necessary
- Flexible approach to daily routine
- An attitude of pro-activity, solutions focus and collegiality
- Willingness and demonstrated ability to work as a member of a team
- Basic understanding of workplace health and safety, equal employment opportunity and anti-discriminatory practices and behaviour as applied in a work environment



The Springfield Anglican College

Statement of Education Support

The College believes that effective Education Support occurs both in the classroom and beyond when:

- Expectations of success are clearly communicated to students.
- The Education Support Officer is enthusiastic and approachable.
- Students receive constructive feedback and recognition.
- Students are motivated to learn.
- Students believe that effort makes a difference.
- Students feel safe and supported.
- Consistent with the ethos of the College, the students' sense of worth is fostered.

It follows that effective Education Support must incorporate:

- Education Support Officers support expectations for student achievement which are consistent with individual student's needs.
- Teaching support strategies which provide for challenge and engagement.
- Supporting teaching strategies and approaches, in a manner appropriate to students' individual needs, including:
 - Active learning and inquiry-based methods
 - Opportunities for cooperative learning
 - Providing frequent and timely feedback on student progress
 - Project based and problem-solving activities
 - Opportunities for students to engage in their learning
 - Encouragement for students to develop thinking skills and other meta-cognitive processes
- The use of teaching support strategies which embrace different learning styles.
- A focus on the teaching support which encourages thinking skills and processes.
- Support of frameworks such as work plans and schedules established by teachers.
- A focus on strong communication between students, classroom teachers and the Education Support Officer.
- A positive and safe learning environment which fosters self-worth.



STATEMENT OF COMMITMENT

The following **statement of commitment to the safety and wellbeing of children and the protection of children from harm**, seeks to provide a foundation to reflect, encourage and support a child safe culture. The Statement is required to be implemented by all persons within The Springfield Anglican College, The Tiny Tartan Kindergarten and ABCC and Early Years ABCC.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- *Every child: made in the image and likeness of God.*
- *Every child: loveable and loved, unique and unrepeatable.*
- *Outstanding education for the flourishing of people and the good of community.*

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- *place emphasis on genuine engagement with children and young people;*
- *create conditions that reduce the likelihood of harm to children and young people;*
- *create conditions that increase the likelihood of identifying harm where it exists; and*
- *respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.*

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

Source: Working with Children in Anglican Education Policy v1.0 (2020)

Steven Morris
Principal