

<b>Position Title</b>	Education Support Officer
<b>Reports to</b>	Principal
<b>Award Classification</b>	Education Services (schools) General Award 2020 Education Support Worker (Level 3)

### About our School

Julia Gillard Community College (JGCC) is an Independent School (Special Assistance Senior Secondary School) which was founded in 2024. We deliver flexible education and learning options, including the Victorian Pathway Certificate (VPC) and VCE Vocational Major (VCE VM), for students aged 15-19 years. We provide a safe and inclusive learning environment for young people who may have disengaged, or are at risk of disengaging, from mainstream education. Our vision is to improve lives and strengthen the capacity of young people to reach their full potential for success in life.

In addition to disengagement from school, our student cohort includes school refusers, those from refugee backgrounds who have experienced significant interrupted schooling, and those who may be experiencing mental health challenges or other barriers to learning.

### Charter of Commitment to Child Safety

Julia Gillard Community College (JGCC) is committed to the safety and wellbeing of children, young people, people with a disability and other vulnerable people. We have no tolerance of abuse and neglect and are committed to actively contributing to a safe organisation in which children, young people, people with a disability and vulnerable people are protected from violence, abuse and neglect.

### Position Objectives

The Education Support Worker plays a critical role in assisting students with their learning and development. Working under the direction of the classroom teacher and special education staff, the Education Support Worker provides tailored support to students with diverse educational needs, including those with special educational needs, behavioural challenges, and learning difficulties. The position involves supporting students both inside and outside the classroom, promoting their academic success, social development, and overall wellbeing.

### Key responsibilities

- Assisting with classroom teaching by supporting individual students and small groups, using effective learning strategies. This includes preparing materials, supporting Individual Education Plans (IEPs), and delivering intervention strategies.
- Helping students with assessments and ensuring maximum participation in classroom activities
- Promoting a positive, inclusive environment and fostering strong, respectful relationships with students
- Encouraging student wellbeing by modelling strategies for resilience, self-care, and mental health

- Addressing any incidents of bullying, harassment, or discrimination promptly, and collaborating with staff to address student wellbeing concerns
- Participating in professional learning to stay updated on best practices in teaching, wellbeing, and technology integration. Engaging in reflective practice and seeking feedback to improve performance
- Ensuring a safe work environment by following school safety protocols, maintaining current first aid and mandatory reporting training, and documenting incidents as needed
- Supporting extracurricular activities, including excursions and student supervision before school, after school, and during recess and lunch
- Supporting the preparation of meals for students and assisting with student transport when required
- Participating in staff meetings and contributing to the school's policies and procedures, always acting in line with the school's values and professional ethics
- Attending and participating in staff meetings, care team meetings, and other relevant forums to support student progress and team cohesion
- Working collaboratively with colleagues to foster positive relationships and teamwork
- Engaging with students to understand how they learn and identifying the best strategies for supporting them
- Demonstrating strong interpersonal communication, maintaining professionalism and courtesy in all interactions with colleagues, students, and parents
- Undertaking self-directed professional development focused on student learning and wellbeing, and sharing insights with colleagues
- Attending and engaging in college staff training days as required
- Striving to improve practice by collaborating with the Education Support team, teachers, students, and leadership
- Applying a holistic approach to student support, maintaining unconditional positive regard for students
- Maintaining professional conduct, reliability, and communication, adhering to the College's Staff Code of Conduct and relevant policies
- Complying with privacy requirements in accordance with the College's Privacy Policy and participating in regular external supervision sessions for professional growth
- Supporting the College's mission, vision, and values in all aspects of the role
- Complying with legal requirements related to child safety and protection, work health and safety, and equal opportunity

### Selection Criteria

1. Demonstrated experience in providing effective support to students, including those with diverse learning needs, to enhance their educational outcomes
2. Excellent interpersonal and communication skills, including the ability to collaborate effectively with students, teachers, and other staff members
3. Demonstrated understanding and experience in working with students who have special educational needs, including developing and implementing strategies for support
4. A commitment to ongoing professional learning and the ability to apply new knowledge to support student well-being and educational progress
5. Demonstrated ability to build and maintain positive relationships with students, staff, and parents/guardians, creating a supportive and inclusive environment

6. Demonstrated knowledge and commitment to child safety and protection practices, including the ability to recognise and report any concerns in line with mandatory reporting obligations.
7. Experience in assisting with classroom management and behaviour support strategies to maintain a positive and productive learning environment.
8. Demonstrated an ability to work collaboratively as part of a team, including the willingness to contribute to team discussions, share ideas, and support colleagues.
9. Alignment with the College's mission, vision, and values, and a willingness to contribute to the achievement of these through daily practice and responsibilities.

### Essential Requirements

- Qualification in Education Support or equivalent
- Evidence of experience teaching young people who face multiple barriers to education
- Computer literacy, including proficiency in the Microsoft suite of programs
- Satisfactory completion of safety screening including a National Police check, International Police check (if required) and the right to work in Australia.

### Desirable

- Bachelor's Degree or higher.
- Experience working in special needs settings.
- Hold a current driver's licence

### Key Relationships

This position may have relationships with a diverse range of JGCC and Wyndham Community and Education Centre staff, external service providers, organisations and stakeholders within the community, with the view to providing the most appropriate and effective services and supports to the people they support.

Examples of key relationships are:

- **Internal:** Principal, Leading Specialist Teacher, teachers, Learning and Wellbeing staff, Youth Workers
- **External:** Parents and carers, Education Partners, Relevant community service providers.

### Our Values

**All employees are expected to commit to and demonstrate JGCC values:**

- **Respect:** Being aware of and valuing other beliefs, cultures and opinions
- **Integrity:** Being honest, ethical and accountable
- **Commitment:** Consistently achieving our goals, values and purpose
- **Inclusion:** Working together, connecting communities, celebrating diversity
- **Responsiveness:** Consistently responding and adapting to meet community needs

### **Important notes**

Maintain confidentiality of clients, staff & office operations and support staff & students with any identified needs.

Promote the purposes of JGCC and Wyndham CEC as stated in its Constitution and Mission and Vision statements.

All staff should have a basic understanding of Occupational Health and Safety requirements and must ensure that their work practices reflect this.

Wyndham CEC has a commitment to child safety and no tolerance of child abuse.

All staff must have a strong understanding of and comply with the new child safe standards that were introduced in Victoria in 2022.

Have a strong understanding of child safe standards, MARAM and family violence reforms.