



Cobram Anglican Grammar School

Job Description

Education Support Officer
ASC General Employee Range 1

Nature of Role

The Education Support Officer position is a highly valued and integral part of the Cobram Anglican Grammar School community. This is a position working with individual students in need of additional assistance in their academic development.

Dimensions of the Role

The Education Support Officer is ultimately accountable to the Principal, but takes direction from the Special Needs Coordinator.

They can also expect to receive support from:

- Heads of School
- Classroom Teachers
- Other Education Support Officers

Main Responsibility and Accountability Areas

This position requires the Education Support Officer to work competently with students in a school environment, and to contribute meaningfully to an educational workplace. They will be required to offer support to classroom teaching staff, and assist students, in the following areas:

- Support behaviour of children and young people
- Comply with legislative, policy and industrial requirements in the education environment
- Contribute to student information in all developmental domains
- Work with diversity in the education environment
- Communicate with students
- Work effectively in an education team and participate in team meetings as requested
- Comply with school administrative requirements
- Apply first aid
- Support the development of reading skills
- Support the development of writing skills
- Support the development of numeracy skills
- Support students with additional needs in the classroom
- Facilitate implementation of planned educational programs
- Contribute to OH&S processes



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Position Requirements

- Have an accredited qualification, and/or experience in a similar role
- Show an understanding of and empathy towards the specific educational needs of people in a diverse rural community.
- Show an excitement for and a willingness to be flexible and to competently perform a wide range of tasks in an Anglican School.
- Motivate students by always making your interactions with them relevant, challenging and enjoyable.
- Current working with children check for employees
- Demonstrate a standard of excellence in his/her practice

Responsibilities cannot be exhaustive and the post-holder may be required to undertake other duties, which are broadly in line with the above key responsibilities.

Cobram Anglican Grammar School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards.