



Cobram Anglican Grammar School

*A school of The Anglican
Schools Commission (Inc.)*

Education Support Officer

Position Description

General Employee Range 2

Salary Range \$55,704 - \$70,657

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 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 Leader of Education Support, Heads of School and Classroom Teachers.

Position Requirements

- Have an accredited Certificate IV qualification in Education Support, and/or experience in a similar role
- Undertake a Nationally Coordinated Criminal History check
- Hold a valid Working With Children Check for employees
- 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.
- Demonstrate a standard of excellence in your work practice.

Attendance Requirements

Education Support Officers are required to work from 8.30am to 3.30pm, Monday to Friday during school term time. Attendance during non-term time (school holiday periods) is not required.

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 the development of students reading, writing and numeracy skills
- Support students with additional needs in the classroom
- Support the development of emotional regulation of young people

- Facilitate implementation of planned educational programs
- Support the behaviour of children and young people
- 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
- Comply with legislative, policy and industrial requirements in the education environment
- Apply first aid
- Contribute to OH&S processes

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. 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.

I acknowledge that I have read and understand the above job description in its entirety and am capable of performing all of the stated requirements.

Employee Signature

Date
