Education Support Officer – Level 2

Position Description

Position Title:	Education Support Officer
Employment:	Temporary part-time (12 month contract)
Award:	Educational Services (Schools) General Staff Award 2020
Classification:	Level 2 (Classroom support services grade 2)
Commencement Date:	16 January 2026
Load:	30.0hrs/week (5 days/week)
Weeks worked per year:	40 weeks (Term-time only)
Reports to:	Deputy Principal Secondary
Direct reports:	NA

CCC Commitment

Cooloola Christian College is committed to providing a child safe environment where students feel, and are, safe. The College maintains a zero tolerance for child abuse. Every person involved in the College has a responsibility to understand the important and specific role they play, both individually and collectively, to ensure that the wellbeing and safety of all students is at the forefront of every decision they make.

Position Objective

Work closely with teachers to actively support effective learning in every lesson for each student.

Qualifications, Skills and Knowledge

- Completion of Year 12 or completion of Certificate I or II with work related experience in the education sector;
- Strong verbal communication skills;
- Ability to be an active and supportive contributor in a team environment;
- Application of knowledge and skills to a range of tasks and roles.

Key Responsibilities

GENERAL

- Work with the class teacher to supervise individuals or small groups during lesson time;
- Prepare teaching resources (eg. photocopying, laminating);
- Implement specific instructional activities as directed by the classroom teacher;
- Set up and pack down of resources;
- Playground duty per roster;
- Support the implementation of student health plans;

- Provide learning support for students with specific needs (based on an IEP or adjustments in Learning Plan prepared by the classroom teacher);
- Make observational notes of students where required;
- General administrative tasks as directed by the classroom teacher;
- Except in extenuating circumstances, Level 2 Educational Support Officers should not contact parents or report on student progress/wellbeing etc but should refer all enquires to the respective class teacher;
- All staff are required to uphold the College's cyber security policies and measures and follow any cyber security directives issued by the College ICT Department. This includes using strong passwords, being cautious of suspicious emails and attachments, reporting any suspected breaches, and completing prescribed cyber security training.

WHS

- Comply with WHS policies, safe work procedures, instructions and guidelines;
- Attend WHS information, instruction and training opportunities, as required, and apply learning.