



## Inclusion Support Officer

Join our experienced and highly-valued Inclusion Support team providing individualised assistance to ensure all our motivated and engaged students have the opportunity to reach their full potential.

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### ES 1-2 Part-time, fixed term

8.30am and 3.30pm, Three to four days.

Preference for Monday-Wednesday or Wednesday to Friday

*Hours negotiable for the right candidate*

Salary \$54,916 to \$70,329 full time. Pro-rata applies.

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### Selection Criteria

- SC1 Capacity to undertake routine support tasks across a range of functions in one or more work areas within a school environment.
- SC2 Demonstrated capacity to communicate effectively with members of the school community including students and provide classroom support to students individually or in small groups under relevant staff direction.
- SC3 Demonstrated proficiency with IT systems, including use of iPads, laptops, Word processing, Google classroom, etc relevant to the position.
- SC4 Capacity to work cooperatively with a range of people including teachers, education support, students and parents.
- SC5 A commitment to professional learning and growth.

### Role

Undertakes routine tasks that are usually carried out under close supervision and direction. Work that carries some degree of independence will generally involve a limited number of tasks performed on a regular basis where priorities are clear, procedures are well established and direction is readily available.

Work has little scope for deviation. Problems can usually be solved by reference to well documented procedures and instructions and clearly established practices. Deviation from established procedures will require reference to others for guidance and direction. Assistance is readily available when problems arise. An experienced employee at range 1 will exercise limited judgement within clearly defined guidelines and well established practices that relate specifically to the tasks performed.

Does not carry responsibility for the work of others. More experienced employees will provide basic guidance and advice to others relating to tasks within the work area.

An Education Support class position supports the educational services being provided to students, but must not include duties of teaching as defined in clause 2.6.1 of the Education and Training Reform Act 2006 (Vic) or its successor. Supervision of students cannot be required except where it is an integral part of the employee's position or involves supervision of students individually or in small groups, in controlled circumstances, where the responsibility for students remains clearly with a teacher.

Qualification requirements do not operate at range 1. Certification requirements may be required to legally perform specific tasks - e.g. driver's licence, first aid, safe food handling.

### **Responsibilities**

- Assist students on an individual or group basis in specific learning areas.
- Assist with the communication between students and teachers, particularly the interpretation of instructions.
- Participate in team meetings.
- Assist with the supervision of pupils in playgrounds, at camps, on excursions and in sporting activities.
- Participate in the monitoring and evaluation of programs and evaluation of individual student involvement and achievement.
- Assist in the preparation of equipment and purchasing of materials and supplies as required.
- Other tasks as directed by the Inclusion Support Co-ordinator.

**Want to know more? Enquiries welcome.**

**Cathy Grieves, Disability Inclusion Support Co-ordinator**

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### **Applications**

**Kelly Lloyd-Vanni, Business Manager**

Kelly.lloyd-vanni@education.vic.gov.au