



POSITION DESCRIPTION

Education Support Worker/Teacher Aide

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| Role Title | Education Support Worker/Teacher Aide – several positions available |
| School Network | Xavier Flexi Schools Network Edmund Rice Education Australia – Youth+ |
| School | Ipswich Flexible Learning Centre |
| Reports | Principal through Head of Campus |
| Band/Wage Scale | School Officer (Level dependant on Qualifications and experience) |
| Commencement | Term 4, 2018 |
| Status | Part-time (18 hours/week), Term-time, Fixed-term (12 months initially with the possibility of extension) |

BACKGROUND:

The Xavier Flexi Schools Network and Flexible Learning Centres are Catholic Schools in the Edmund Rice tradition. The Flexible Learning Centres (FLCs) offer a full-time and multiyear secondary education program for young people who have disengaged from mainstream schooling. Young people typically express a broad range of complex education and social needs and FLCs respond with a variety of flexible and innovative teaching and learning practices including vocational planning and the development of social connectedness.

The purpose of an Edmund Rice Education Australia Flexible Learning Centre is to provide young people with a varied and holistic set of learning experiences which enable them to identify and pursue an individual transition to adulthood, employment, further education and training and social connectedness.

PRIMARY ROLE:

- Support effective learning and teaching programs for young people.
- Support staff and young people in identifying and responding to additional learning needs.
- Support and contribute to a whole school approach to improving the learning outcomes of every young person
- Work one on one or with small groups of young people to improve literacy and numeracy skills
- Contribute to the development and implementation of the FLC's objectives and planning.

KEY ACCOUNTABILITIES:

The Network Principal is responsible for the operation of all Flexible Learning Centres and Outreach programs within their Network. Employees are accountable to the Network Principal of the relevant Flexible Learning Centre within Edmund Rice Education Australia through their Head of Campus.

The Education Support Worker/Teacher Aide will, with the school's learning and support team, provide direct and timely specialist assistance in the areas of literacy and numeracy to young people with the aim to improve educational outcomes for all young people throughout the school. Many of these students come from diverse cultural, linguistic and socio-economic backgrounds.

The Education Support Worker/Teacher Aide will:

- Work collaboratively with the Head of Campus, the Flexible Learning Centre's leadership team and FLC staff to support and implement a tailored literacy and numeracy learning program and identify specific learning and support needs for young people.
- Work in partnership with teachers to implement aspects of learning plans, as identified by the teacher, for groups of students including:
 - 1:1 work with young people
 - Lead small group instruction designed by the teacher;
 - Adapt lessons for individual students, under the guidance of a teacher.
 - Communicate with the teacher on young people's performance on task, work habits, behaviour, etc,
 - Supervise students in completing screening tests as requested by teachers
- provide direct support for students with additional learning and support needs through a range of strategies (including direct instruction, delivery of adjusted learning programs, assessment and monitoring of progress) including the areas of social integration, language and communication, literacy, numeracy and behaviour. This may include students with confirmed disabilities.
- Respond to all students in the classroom in a warm and encouraging manner and build collaborative relationships with the students and respond to individual learning needs
- Proactively monitor and support student wellbeing and manage wellbeing issues in collaboration with the school and staff. Report any concerns to the Head of Campus.
- Maintain appropriate records and reporting frameworks as required.
- Engage with young people in a variety of situations and communicate sensitively and effectively with diverse cultural groups.
- Exercise discretion and judgement to meet the learning needs of the young people.
- Operate within the context of Edmund Rice Education Australia's Corporate Policies and Procedures, particularly in the area of Child Safety, Equal Employment Opportunity and Workplace Health and Safety.
- Proactively seek opportunities to extend own professional learning via internal and external training including
- Accompany the student on excursions and other designated external activities when required.
- Involvement in other engagement activities may be negotiated with the Head of Campus as required.

KEY SELECTION CRITERIA:

Essential:

- Relevant qualifications or knowledge and experience to successfully carry out the duties of this position.

- Demonstrated understanding of the principles of educational instruction and the ability to apply to the individual learning needs of a student, with a focus on the development of numeracy, literacy and Information Communication Technologies (ICTs)
- Demonstrated experience and ability to engage and work positively with vulnerable and/or at risk young people using a strengths based approach
- Skills in computing (especially word processing, Internet) and skills, or the ability to develop skills in database use.
- Proven ability to work under limited supervision and in an integrated manner as a member of a multi-disciplinary team and the ability to build and maintain effective working relationships.
- Ability to interpret and apply Individual Learning Plans (ILPs) and effectively engage with young people who may have multiple, complex and behavioural needs.
- Current and valid Blue Card or the ability to obtain.
- Current and valid Queensland Driver's Licence.

Desirable:

- Relevant degree/diploma/certificate and life skills for the role of Education Support Worker/Teacher Aide.
- Current Cert IV TAE or willing to obtain.

APPLICATION PROCESS:

Please visit www.youthplus.edu.au and follow the Employment Opportunities tab to view the Position Description, Applicant Information and to apply.

Applications close **midday on Monday 24 September 2018.**

To apply for this role please provide the following documents:

- *Responses to the above Key Selection Criteria in no more than 2 pages*
- *Cover letter*
- *Curriculum vitae outlining relevant work history including contact details of at least three referees including your current employer*

Submit applications to xaviernetwork@youthplus.edu.au

Only those applicants successful in obtaining an interview will be contacted.

All applications for this position will be subjected to screening procedures as detailed in the Commission for Children and Young People and Child Guardian legislation.

These checks are consistent with Edmund Rice Education Australia's commitment to child protection policies and procedures.