



St Josephine Bakhita

CATHOLIC PRIMARY SCHOOL
Courage. Humility. Forgiveness.

POSITION DESCRIPTION

Position	Education Support Officer
Term of Appointment	Ongoing
Responsible to	Deputy Principal and Learning Adjustment Leader
Criteria	WWCC National Police Record Check Certificate III or IV an advantage Work in schools an advantage

St Josephine Bakhita is a Catholic primary school that opened in January this year in the new Five Farms estate in Clyde North.

The school, as part of St Thomas the Apostle Catholic Parish, Clyde North, provides access to Catholic education to families situated in the eastern area of the Parish.

St Josephine Bakhita Catholic Primary School is the thirty-ninth Catholic primary school in the Diocese of Sale and the second primary school in the Parish of St Thomas the Apostle.

The school currently has an enrolment of 121 students. The long-term enrolment projection for St Josephine's is 700 students.

The school is named after St Josephine Bakhita, the first contemporary female African Saint. St Josephine Bakhita is the patron saint of victims of modern slavery and human trafficking. The school serves as a beacon for sustainability by striving to set an example of responsible sourcing practices.

'We must remember that teachers and educators fulfil a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that it depends chiefly on them whether the Catholic school achieves its purpose.'

The Catholic School on the Threshold of the Third Millennium

DUTIES AND RESPONSIBILITIES

The role of the Education Support Officer is to work as part of a supportive team consisting of the Learning Adjustment Leader, teachers, students and families. The aim is to assist the classroom teachers to ensure all children have equal access to a differentiated curriculum, where they can achieve individual success.

Key school responsibilities:

- Actively live out the Catholic ethos of the school.
- Demonstrate an understanding of Child Safety and the legal obligations relating to Mandatory Reporting
- Provide a safe learning environment for all students.

- Ensure student voice is evident in all aspects of school life.
- Actively support leadership initiatives, Diocese of Sale Catholic Education Limited (DOSCEL) initiatives and agreed school policy procedures and processes.
- Foster and model collaboration and team work.
- Focus on improving student learning outcomes and explore ways in which to do this effectively.
- Contribute to staff discussions on student learning in a positive and purposeful way.
- Uphold the safety and wellbeing of children and observe the Child Safe Principles and expectations for appropriate behaviour as outlined in the Code of Conduct.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing
- Demonstrate effective communication and organisational skills.
- Undertake required roles determined by the needs within the school.

Key Education Support Officer Responsibilities:

- Work with individual students or groups of students as directed by the teacher in keeping with the students Personalised Learning Plans.
- Work with teachers to meet the learning needs of students.
- Keep appropriate records of student programs implemented.
- Observe individual student progress, note achievements/challenges and share findings with the class teacher.
- Supervise and administer first aid on a rostered basis.
- Attend speech therapy sessions with students as required.
- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest relevant to directions provided in the school's strategic plan.
- Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal (TIL applied if outside of hours).